

Keene Public Library Board of Trustees

Vincent Room, November 19, 2019

The meeting was called to order by Jennifer Alexander at 5:01

Present: Jennifer Alexander, Bill Stroup, Sally Miller, Paul Henkel, George Scott, Marti Fiske, Ken Jue, Jane Pitts, Judy Putnam, Kathleen Packard and Kathleen Kennedy Burke.

Not present: Chuck Prigge, Carl Jacobs

A correction to the minutes for the October minutes was presented by Judy Putnam regarding the Lichman entry: Judy reminded the board of the Harry Lichman Trust which will end and distribute in 2026, the remaining funds to be evenly divided between the Library and the Cheshire Medical Center. The Library does not receive annual distributions from the Harry Lichman Trust although it does receive \$250 annually from Jacob Lichman (Harry's brother) Trust, for the purchase of books. "

Motion to approve amended minutes made by Bill Stroup, seconded by Judy Putnam, passed.

FINANCE: Ken told us there will be a review of the trustee investments presented by Alan Stroshine and Alan Mendelson on January 14, 2020 from 9:30-10:30. Discussion of hiring a bookkeeping service continued and will be cleared with city attorney Tom Mullins. Locks should be in place by the second week of December - there was an ordering delay.

BUILDINGS AND GROUNDS: Paul informed the board that the railings approaching/leaving Cohen Hall do not reach all the way to the top. In case of the need of a rapid exit from Cohen, many would use/need. In the interest of optimal safety, this will be addressed with the help of Andy Bohannon. A hard brick surface has been suggested for the outdoor designated smoking area, which is currently only dirt. Optical aids/arrows have been added to the stage. The landscaping is looking good, the tree by the semi circular pull off was chosen specifically for its shape. Air spading was done near all tree roots. QR code tree tags are being looked at (identifies type of tree and scannable code). Antioch proposed potted fruit plants as an educational opportunity for the courtyard next spring/summer (with help from their staff and interns). Although the boxwood plantings by the dumpster meet city code, aesthetically the committee proposes several more, for which they may need some funds - either from the Friends or as part of the annual budget for next year. An inquiry on the whereabouts of the old stage lights for Heberton Hall (taken down but not returned after project) was made and will be investigated and the consultant hired at the time for that, possibly from KSC, will be researched. Catch basin dip in front of West St fence was intentional as an overflow catch. Acoustics in Cohen Hall were discussed after a musician feedback comment was made through a board member; Virginia Eskin will be approached for input as well.

COMMUNITY OUTREACH: Needs new members and hopes to be revitalized this year.

LONG RANGE PLANNING: Sally Miller read a memo from Andy Bohannon with updates: Cohen Hall cannot be used for at least another month - unit is being repaired but generally the HVAC systems are not speaking to each other. Alarms cannot be reset at this time as it involves a central re-set impacting

other city depts (KPD, Rec). There will be a proof to review soon on the plaque before final casting.

FINE ARTS: Judy reported that the clock has been returned and rehung This clock hung in the building when it opened in 1899. Initially mechanical, it was converted to electric mid-20th century. After the 1999 addition, it was restored to a mechanical mechanism by Peter Warren. During the 2019 renovation, it was taken for cleaning and maintenance by Richard Bates of the British Clockmaker in Vermont. It hangs on the wall at the foot of the main staircase in the Thayer building. Maintenance recommended every 5 years or so now. An explanatory sheet about the clock will be looked into (to hang near it). Two watercolor drawings of the addition to Heberton back when it was the Masonic Hall have been discovered - they will likely be retained and framed. Rotating art exhibits were suggested and will be looked into as the committee, bolstered with three new members (Kathleen Kennedy Burke, Carl Jacobs and Jane Pitts) embraces the new year. Plants are on order related to the donor donation of \$500. for the Atrium.

POLICY: Meets 1st Tuesday of the month at 9:00; looking for new members. Will be looking at updating policies related to internet use, software and print policy with arrival of new and different equipment.

FRIENDS OF THE KEENE PUBLIC LIBRARY: Much of last meeting focused on book sale collection policies, especially in light of new stricter recycling policies and the growing number of unacceptable donations and how to handle. It is estimated that the Friends are currently disposing of over 20,000 books (hardbound are not accepted and must go to the landfill) a year. Support for the Friends expressed by President.

HORATIO COLONY: Holiday Open Houses scheduled for Dec 6 & 7th.

CHESHIRE COUNTY LITERACY COMMISSION: No report. Waiting for Nancy to return to revive.

DIRECTOR'S REPORT: Marti reported that due to the limited number of qualified applicants, (a number have withdrawn due to various circumstances) the search for the assistant director will likely be put on hold for a few months while an interim solution is determined. Marti is working on policies review with the staff around concerns for the homeless and disruptive patron behavior, to mention two. Public use printer: it is believed that over 100/week is uncollected in print costs, which currently operates on an honor system per page. A system called Cassie is being investigated in conjunction with robust machine which could also print in color and perform other duties. Friends may be approached for contributory funds.

OLD BUSINESS: Seed Library - is this seasonal and should it be moved? Takes a lot of space in Atrium. Trustee Orientation complete.

NEW BUSINESS: The staff and volunteer luncheon party was discussed (takes place in December and planning should start soon). Jennifer will contact us about this. Jennifer's thank you card sent to the board (regarding her recent leave) was read and appreciated. Mayor elect Hansel mentioned the possibility of Keene being a state law library site, subsequent discussions regarding will be held.

Meeting adjourned at 6:30 pm.

Respectfully Submitted, Kathleen Kennedy Burke