

Keene Public Library Board of Trustees

January 28, 2020

** Reminder: The December meeting of the Trustees, which had been moved to the 17th because of the holidays, was cancelled due to inclement weather.

The meeting was called to order at 5:07. (The meeting* (Meeting was expected to open with a meet and greet between the Trustees, Friends and new city Mayor George Hansel - it was decided to begin and interrupt as needed).(Meeting was expected to open with a meet and greet between the Trustees, Friends and new city Mayor George Hansel. It was decided to begin and interrupt as needed).

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

Not present: Chuck Prigge.

After no discussion, the motion to approve the November meeting minutes was made by Ken J, seconded by Judy Putnam and passed unanimously.

FINANCE: Ken reported the 75k set aside for unanticipated construction related expenses has been spent and we may need more. The city is anxious to close the trust account.

He proposed two motions, seconded by George S and Judy P respectively. Discussion about #1 reflected concern about drug use in the bathrooms, the unsuitability of current lock system and the fact that this is not a city budget item. The lighting recommendations are based on advice of a local consultant who would be more likely to be able to provide support down the road. The general financial picture for the Trustees indicates the ability to afford these proposals at this time with the extra funds raised in capital campaign and the Jane Green gift. We may be able to set some aside in growth fund soon.

1. The fin com recommends that the trustees approve the use of Trustee Funds for the purpose and installation of new locks on library bathrooms near the circulation area specified by the Library Director to ensure the safety of library patrons, the general public and the library staff. Cost tbd.
2. The fin com recommends that the trustees approve the use of Trustee funds and/or funds from the Heberton Hall cost center in the range between \$15,000-\$22,160 for lighting improvement costs in Heberton Hall based on a plan proposed by Paul Henkel, Bldg Com Chairperson and the Bldg Com.

Both motions passed unanimously.

Judy presented the quarterly financial report and noted that two grants and investment income had been deposited. For expenses, some costs associated with the project (and part of the 75k Ken referred to earlier) had been paid out such as Director office furnishings, blinds for the workroom, displaced tree work. Kathleen P made the motion to approve the report and accept all grants – seconded by Carl J and passed unanimously.

Buildings and Grounds: Earlier this winter, a pipe in an uninsulated part of Heberton Hall near Cohen Hall, burst. A fix has been made and damage was minimal. Paul also reported on the Antioch Gardening Proposal which had been emailed to the board prior to the meeting. Involving a series of rolling whisky

barrels, it was agreed that this would be a worthwhile community venture for the outdoor courtyard area. An expense of 418.44 for related supplies (except the actual plants) was approved unanimously in a vote on a motion brought by Kathleen P and seconded by Carl.

COMMUNITY OUTREACH – no report, re-building.

LONG RANGE PLANNING:

Sally, with help from notes from Andy Bohannon, brought us up to date on outstanding project issues. See attachment. A strategic planning committee is being formed and an overview session put on by PRIMEX will be attended by several members in the near future.

POLICY: Kathleen P reported that the Makerspace revision is ongoing. Regarding Volunteers, it was noted that the trustees can set the policy – Gail Z has set current policy which the committee and trustees would like to review. There have been several house bills statewide recently on this topic and as the library grows and attracts more users and patrons, we anticipate the need for even more volunteers. The Trustees are looking for the best policy weighing coverage, cost and turnaround time. Of particular interest is what other statewide facilities about our size are doing.

FRIENDS OF THE KEENE PUBLIC LIBRARY: Kathleen KB indicated that the Friends are updating their bylaws and wondered if, as a 501-3C, they could gift their funds to the Trustees on the off chance that they disbanded. Because of the tax status of the city, of which we are a part, we would be able to receive these funds.

HORATIO COLONY HOUSE: No report

CHESHIRE COUNTY LITERACY COMMITTEE: No report

DIRECTOR'S REPORT: Marti started by updating the board on Colleen's status (she will be out for at least 3-4 months and was having arm/shoulder surgery this week) and how that staff shortage can be handled, in addition to the Ass't Dir position which remains unfilled. Part Time staff can pick up hours up to 32 per week or, by short- term contract, it is possible to add more than 32 hours to existing part-time staff. In this year's staff budget, Marti has put in a request to Elizabeth Dragon for the upgrade of a meeting room supervisor to an Aide level involving AV/network knowhow, troubleshooting and being on site to show and manage the space while events underway, especially on weekends and evenings (from an 11 hour position to 28). Budget request in operating budget for software purchase and the leasing of a color printer/copier. Friends cover all programs & Trustees have done staff education.

The July holiday schedule was brought up – July 4th is a Saturday this year, and although the city is closed on Friday, July 3rd, Library employees normally due to work on Saturday would not get the holiday. A motion was made by George S and seconded by Carl J, to also close the library on Saturday the fourth. Passed unanimously.

Regarding the Assistant Dir position, wording in the previous ad is being re-worked (although job description unchanged) and will be placed in February.

OLD BUSINESS: Money collected for the Volunteer Appreciation Luncheon will be held by Jane Pitts and scheduled for the end of April or early May.

NEW BUSINESS: Paul H would like to thank Steve Armstrong for his help; Jennifer will send note on behalf of the board.

Meeting was adjourned at 6:35

** The mayor did not show up; Jennifer will contact office and see if wires crossed.