

## **Keene Public Library Board of Trustees Meeting April 27, 2021**

The meeting was called to order at 5:04.

The Statement of Authority for conducting a meeting electronically was read.

Roll call attendance was taken, present were: Jennifer Alexander, Paul Henkel, Kathleen Packard, Judith Putnam, Kathleen Kennedy Burke, Jane Pitts, Carl Jacobs, Chuck Redfern, Yves Gakunde, Ken Jue, Library Director Marti Fiske and Friend's liaison Louanne Beauregard. Unable to attend: Chuck Prigge and Bill Stroup.

Yves moved to accept the March minutes, Judy Putnam seconded and they passed unanimously.

FINANCE: Chuck Redfern reported that our financial advisor Alan Stroshine suggested that \$185k be moved to the checking account in anticipation of paying the city back for annex expansion related bridge loan – waiting to determine final figure as remaining \$3,500 pledged trickles in. Judy Putnam made the motion, Ken Jue seconded and it passed unanimously.

We were reminded that although the City Manager raised no objections to the library budget initially, a public hearing with FOP would be held at 5:30 on the 13<sup>th</sup> of May ; trustees encouraged to attend and support.

Fin Comm has done some research on acquiring a city “P” card as an alternative to writing checks and has met with Citizen's Bank. Similar to a credit card (except that the balance must be paid at the end of each month), this would be a sub-account of the city, with whom we share a Federal ID number. There are no fees ( except for late payment). Ken moved that we proceed with acquiring this, Paul seconded and it passed unanimously.

Judy reported that both portfolios had been rebalanced (to reflect 60/40 mix) and asked that we approve three donations: gifts of \$100 each from Frances Abertz and Cheryl Spangler in memory of teacher Rosemary Kasper and \$1k from Jen Alexander towards the racial justice materials and programming as suggested by the recent city issued report. Ken moved to accept the gifts, with Chuck Redfern seconding and it passed unanimously. Jen was thanked for her generous gift.

Policy updates to our financial procedures continue, involving Finance and Policy Comms – this is long involved work which the rest of the board appreciates.

### **BUILDINGS AND GROUNDS:**

Paul and Kathleen reported that the warming oven research was continuing and two vendors were being considered, should this proceed. (Goal is to have a catering friendly kitchen which would enable the space to be competitive as a rentable facility to warm/serve food, not prepare it, that would eventually generate income). Ultimately the motion was made to appropriate up to \$2500 to purchase a warming oven (and related trays/installation costs) from Paul, passed unanimously.

### **LONG RANGE PLANNING:**

Jen will prepare a summary of all of the SWOT sessions to present at the next meeting which will likely be circulated prior to the meeting.

FINE ARTS: did not meet.

POLICY: Two policies were circulated prior to the meeting for consideration and were outlined by Kathleen Packard. The first was a Notary proposal which would be added to the “Services” section. Basically, notary services would be made available by a qualified member of the staff whenever the library was open (or to the extent scheduling allows). Services primarily to verify signatures with a proper form of identification – not to review or understand exact contents of the documents.

A revised Volunteer Policy was the second presented.

Adoption of policies moved by Kathleen Packard, seconded by Chuck ,and passed unanimously.

FRIENDS OF THE KPL: Kathleen Kennedy Burke reported that the Friends had met in April; that their casino night dates had been confirmed for May 26<sup>th</sup>-June 4<sup>th</sup>; that approximately \$2,400 was raised through the Library Giving Day initiative; and that a fall Booksale decision would be made soon with a meeting coming up later in the week to research.

Jen announced that the Memo of Understanding Committee had been formed – trustees including herself, Jane Pitts, Judy Putnam and Friends Jill Cielinski and Mike Chelstowski with two May meetings scheduled. Goal is to have done by July 1.

HORATIO COLONY MUSEUM: did not meet.

CHESHIRE COUNTY LITERACY COALITION: did not meet.

DIRECTOR’S REPORT: Marti outlined status of several grants: two \$200 grants from the Humanities Council as pass throughs to presenters; a \$500 donation for participation on a national pilot program on student design; in the application stage a \$500 “Leap into Science” grant to provide science and literacy programming for children/families living in underserved rural and urban communities during Natl Science Week which runs from June 7-13<sup>th</sup>, 2021. Re-imbusement invoices for the IMLS grant submitted to city and to come, application for American Recovery Plan Act through the State Library.

The Assistant Director position has been re-advertised and has attracted a strong pool of candidates (30 apps received), six of whom will be interviewed in the next few weeks.

Recorded Books has sold their digital platform so there will be some adjustments to services. Details to follow.

NEW BUSINESS: Upcoming NHLTA Conf mentioned. City report on Racial Justice of March 18<sup>th</sup> previously cited can be found on the city website. Jen wonders if the Board should draft its own anti-racist statement.

Meeting adjourned at 7:00 pm

Respectfully Submitted, Kathleen Kennedy Burke, Sec’y