

\*JAN Draft minutes of Keene Public Library Board of Trustees Meeting January 25, 2022

The meeting was called to order by President Alexander at 5:04 pm. Present were: Kathleen Packard, Bill Stroup, Ken Jue, Paul Henkel, Kathleen Kennedy Burke, Judy Putnam, Jane Pitts, Yves Gakunde, Ritu Budakoti, Councilor Bobbi Williams, Ass't Library Director Susan Bloom and Library Director Marti Fiske. Chuck Redfern and Carl Jacobs were unable to attend.

Paul moved and Yves seconded that the December minutes be accepted. Passed unanimously.

FINANCE: Judy presented the treasurer's report which had been circulated prior to the meeting. She asked the board to approve the following donations: Jacob Lichman Trust -\$250. for books, Dorothy Lipsky & Nelson Saks - \$300. for Florence Lipsky Book Fund, and Steve Ide \$25. – general donation. Motion to approve report and accept funds made by Paul, seconded by Yves and passed unanimously. The committee met with financial advisor Alan Stroshine in January to review a rebalancing proposal which they recommend the board approve; Ken moved to accept the rebalancing as proposed, Jane seconded and motion approved unanimously. The committee also proposed spending funds both from the foundation and donated in memory of Chris Weeks for a series of story boards to be installed in Ashuelot River Park (likely spot- working with Parks and Rec.) Sample photos from Story Book Displays were circulated and the estimated cost is about \$4,700. Jen moved to proceed with the project, Ritu seconded and the motion passed unanimously. Finally, Judy also proposed a minor expense of \$150. be approved to purchase some office supplies, file drawer and hanging files for the Trustee Office on the second floor. Paul moved, Yves seconded and the motion passed unanimously.

BUILDINGS & GROUNDS: Relocating the Director's office (which would then house the Ass't Library Director) had been sent to Committee two months ago, was discussed with the group sharing the possibilities they had explored. Ultimately, they recommended conversion of the Green Room from a meeting space to Marti's office. Consideration of the provenance of each space, cost, location, access and recent use patterns of all of the rooms was weighed. Jen moved to approve up to \$5k to refurbish the Green Room as the Director's office – Ken seconded and the motion passed 9-1. Kathleen Packard wished to go on the record as being opposed, favoring instead a first floor location. Ken told us about some audio issues in the Cohen Room, which he had discussed with Nik Morton from the city IT Dept, and suggested the expenditure of \$180. for two FetHead microphone pre-amps. Motion seconded and approved unanimously.

COMMUNITY OUTREACH: Will meet in Feb.

LONG RANGE PLANNING: Will meet Feb 1 to draft a schedule.

FINE ARTS: Will not meet in Feb, next meeting scheduled for April.

POLICY: The herculean task of updating all policies continues, with the committee presenting four for approval: Use of the Library, Unattended Vulnerable Person Policy, Social Media Policy & Services of the Library. Use of the Library, which has been renamed Borrowing Policy, was amended to read: Services will not be denied or abridged for reasons of religion, race, **sexual orientation, gender**, social, economic, political status or age. Kathleen Packard moved to pass with changes, Paul seconded and it passed unanimously. Likewise with Unattended Vulnerable Persons Policy, there was an amendment to paragraph two: A vulnerable person is an individual who is mentally, **emotionally, behaviorally** or physically challenged (continue with copy.) Motion to accept as amended made by Kathleen, seconded

by Bill and passed unanimously. The Social Media Policy is a significant revision from the existing policy and has been reviewed by City Attorney and IT Director. Kathleen made the motion to approve as is, Ken seconded and it passed unanimously. Services of the Library passed unanimously as is with Kathleen making the motion and Bill seconding.

FRIENDS OF THE KEENE PUBLIC LIBRARY: Work is underway on the 1099 tax form and they are considering creating a new website. Spring book sale date not set but book sorting underway.

HORATIO COLONY: Next meeting will be Feb 11.

DIRECTOR'S REPORT: Prior to the meeting, Marti circulated her report covering Library logistics, upcoming legislation regarding virtual meetings, grants and emergency preparedness as well as a long list of all the KPL specific programming directed towards literacy provided by the Friends in the last two years. Additionally, she told us that the parking kiosk has arrived but is not operational yet. She shared news of two additional grants recently awarded: an ALA FINRA of books to add to the inclusive financial education program and a 10K from ARPA which is being forwarded for approval to the City Council/FOP committee this week to re-institute the Chautauqua Program for adults and youth focusing on the Jim Crow era which would run about \$6,500. The remaining funds would be directed to AV equipment and software. With the next budget cycle, Marti plans to ask for the conversion of a part time AV LIB I to a full time LIB II Collection Development. More to come. The library has been asked, like other city depts, to take on more IT work. Marti is analyzing this to determine what might be feasible. Finally, the lack of a janitor for the new wing was brought up – the federally funded ABLE program has not been able to find a replacement for the position.

OLD BUSINESS: None.

NEW BUSINESS: Jen would like to explore what we can do for staff appreciation – they all deserve our thanks and appreciation for their ongoing work and dedication during these trying times.

The meeting was adjourned at 6:54 pm.

Respectfully Submitted,

Kathleen Kennedy Burke, Secretary