

**KEENE PUBLIC LIBRARY BOARD OF TRUSTEES
DRAFT MINUTES from meeting held on February 28, 2023**

The Board gathered at 5:00pm in the Miller Vincent Room. Meeting called to order at: 5:05pm

Present were: Bobby Williams, Justin Somma, Susan Bloom, Yves Gakunde, Marti Fiske, Bill Stroup, Kathleen Packard, Paul Henkel, Judy Putnam, Jane Pitts, Pam Slack, Ritu Budakoti.

Absent: Jennifer Alexander, Charles Redfern, Kathleen Kennedy Burke.

APPROVAL OF JANUARY MINUTES: *Pam made a motion to approve the minutes from the January 24th meeting. Yves seconded. Motion passed.*

FINANCE COMMITTEE:

Judy reported that two donations were received from Robert Taylor: A personal donation of \$50.00, and an additional donation of \$50 on behalf of the Keene Amateur Astronomers. *Paul made a motion to accept the gifts, Judy seconded. Motion passed.*

The annual distribution check from the New Hampshire Charitable Foundation (NHCF) is anticipated to be coming soon. Judy estimates it will be approximately \$6000. The current balance of the Trustees NHCF fund is around \$159,000.

The Committee anticipates that there will be an upcoming expense to repair the antique clock on the first floor at the bottom of the staircase. After some research into the history of its repair and maintenance, it was ascertained that contacting The British Clockmaker business located in Vermont would be most reasonable as they did the most recent work on the clock. They will be asked to provide an estimate for its repair.

The committee reviewed Marti's FY24 Library Budget Narrative, Operating Budget Request, and Personnel Request to the City.

Of note:

- Personnel and IT line items are determined by those City departments respectively and indicate no change.
- The only new line item request was \$900 for an additional telephone line.
- Estimates are projected to be higher for some line items on the revenue side as the library slowly rebounds to pre-pandemic levels of traditional revenue support.
- A new request for additional personnel asked for funding for a Full Time Librarian I position (Youth and Programs). The request contained two additional backup requests for a Qualified Part Time Librarian I (Programs), and for a Full Time

Librarian II (Collection Development). The latter two backup options were provided for consideration if the request for the Full Time Librarian I position could not be accepted.

The Library Director's narrative that accompanied the personnel request highlighted the importance of strengthening and stabilizing these position offerings by making them either full time, and/or eligible for a qualified level of benefits, and/or requiring a Masters Degree in order to attract and retain highly qualified staff. Doing so would counter the cost and inefficiencies of constant recruitment and training for part time staff that frequently leave to take full time employment opportunities available elsewhere.

The Library's Budget Narrative contained highlights of Library usage, Volunteer support, and continued Trustee and Friends of the Library support. The Narrative also described the ongoing Diversity Equity Inclusion(DEI) analysis of the collection, and plans for the FY24 Strategic Plan.

The Finance Committee recommended that the Board approve the FY24 Library Budget Narrative, Operating Budget Request, and Personnel Request for submission to the City.

Kathleen made a motion to approve for submission to the City, Judy seconded. Motion passed.

BUILDING AND GROUNDS:

April 28th @ 1:30pm has been set for the Celebration of Ken Jue's contribution to the library and Tree Commemoration which is very apropos as it is also Arbor Day. Paul asked the Board to think of others who could be invited (ie. Former Trustees, people whom Carol Jue would wish to include, former library staff, etc...)

The Committee is awaiting an estimate and work proposal from the arborist (Bartlett Tree) for the upcoming year.

The question was posed as to whether the Committee have received any updates from the City regarding traffic flow/parking considerations around the Winter St. area vis-à-vis the City's proposed Main St./Gilbo/Central Square development project, but discussion revealed that this was still undetermined.

COMMUNITY OUTREACH:

The Committee has not officially met yet as they are awaiting direction from Strategic Planning regarding targeted projects that may come from the information gathering sessions. They have been receiving wonderful feedback from the community about the library's current Space Exhibit.

LONG RANGE PLANNING:

The first scheduled community conversation meeting is Tuesday March 7th @ 6pm. The Committee is actively seeking more registrants for this.

Other scheduled dates are for March 11th and March 18th.

Kathleen asked if the event could be publicized on social media.

Those who will miss the opportunity to attend on one of those earlier dates, will be asked if they could do a personal interview with a committee member.

The library website homepage contains a link entitled "Community Conversations" where people can go to sign up for the sessions.

Flyers are being handed out to patrons.

FINE ARTS:

A small ceremony was held just prior to the Board meeting to commemorate the hanging of the Exploding Heart Quilt donated by the Sewing Ministry of St. James Episcopal Church. The quilt was made for Keene's first Pride Festival to honor and celebrate diversity and inclusion in the community. Trustees, quilters, members of the church, the recipient program of the raffle donation, and a reporter from the Keene Sentinel were all in attendance.

The Committee has begun a conversation with the Art Department at Keene High School to collaborate for a student art exhibit at the Library sometime during the upcoming 2023-24 academic year.

The Committee continues to review the current list of art holdings in anticipation of that some updated appraisals may be needed and additional items may need to be insured. They are awaiting guidance from the City as to the process for doing so.

POLICY:

A new Collection Development policy was proposed for approval by the Board. This new policy replaces and combines the two older policies for Materials Selection and Disposition of Historical Materials.

Board members noted how well written and comprehensive the new policy is. A question was posed as to how the reconsideration process would work.

Pam made a motion to approve February 13th draft for inclusion on the Library website under Policies. Ritu seconded. Motion passed.

The next Policy meeting has been scheduled for Thursday March 2nd at 11:00am.

Old policy item: With respect to the draft of the proposed changes to the City Ordinance language regarding the Library and the City going before City Council on March 3rd, Judy brought to the Board's attention that the proposed language after the semi-colon in Section #10 is different than what the joint Policy and Finance Committees agreed upon. After discussion, it was determined that the placement of

this additional sentence was an error. This should appear at the end of Section #6. Marti will submit a note for an addendum to the City Manager and City Attorney prior to Thursday's meeting to move the wording within the document.

Board members are encouraged to attend the Thursday March 9th FOP meeting in support of the language changes and adoption.

FRIENDS OF THE KEENE PUBLIC LIBRARY:

The Friends Board has busy re-forming and recruiting new leadership positions. Jack and Claire Coey have taken on the writing of the newsletter.

Cindy Northrup has taken on marketing duties.

Friends member Connie Van Kirk has taken on publicizing their Museum pass offerings.

Spring Book Sale Dates: April 20th – 23

Fall Book Sale Dates: October 19th – 22nd

On May 2nd the Friends will take part in the Annual Volunteer Fair with the City so they are postponing their annual meeting until June.

HORATIO COLONY MUSEUM:

The current Director has accepted another position and will be leaving.

Activities at the museum will be paused until the new directorship position is determined.

They are excited about future possibilities for collaboration with Antioch University who will be constructing a campus nearby on Keene State College property.

DIRECTOR'S REPORT: See attached.

Board members congratulated staff on the impressive usage numbers for the new notary services offered by the Library.

NEW BUSINESS: Trustees Chuck Redfern and Kathleen Kennedy Burke's second terms will end in June. Board members should think about potential members of the community who might be have the skills and interest to become a Library Trustee to replace these vacancies. Trustees Ritu Budakoti and Yves Gakunde have terms that are both ending one year earlier than the usual term length because they were both brought on as mid-term replacements. The remedy will be to ask the City Council to approve an extension of their terms for one more year.

MEETING ADJOURNED: 6:30pm

Respectfully submitted by Jane Pitts in absence of Secretary Kathleen Kennedy Burke.