

Keene Public Library
Trustee Meeting Minutes
Tuesday, February 27, 2024

Present: Trustees Bill Stroup, Judy Putnam, Don Caruso, Katherine Baer, Yves Gakunde, Jane Pitts, Pam Russell-Slack, Paul Henkel, Justin Somma, Katherine Packard ; KPL Staff Susan Bloom and Amy Kraemer; Guest Hollie Seiler. Absent: Trustee Ritu Budakoti.

The meeting was called to order at 5:00 by President Bill Stroup

Bill introduced Hollie Seiler who is sitting in on the meeting as a prospective Trustee.

Bill also introduced Amy Kraemer, the new head of Youth and Community Services. Amy is adjusting to her new position, and reported that in the next few months the Library will be fully staffed in the youth dept.

Approval of January Minutes: Pam Russell-Slack moved to approve the minutes, Don Caruso seconded the motion. The minutes were unanimously approved

Finance Committee Report

Treasurer Jane Pitts reported that the annual distribution from the New Hampshire Charitable Foundation/Keene Public Library Endowment Fund was \$6,068.11. Pam moved acceptance of the amount, and Yves seconded. Judy explained that the fund was created in the early 2000's for the purpose of funding outreach activities to make the public more aware of offerings at the Library. It is an annual distribution. The distribution was unanimously accepted.

Jane reported that the P-cards (purchase cards) have arrived for Jane and Amy. Procedures have been put in place for their use

Jane reported that Marti had brought to the finance committee a request that polo shirts with the Library logo be purchased for the 125th Celebration of the Library. These could be worn at work and at community events or national conferences, where the Library is involved. The finance committee recommends the purchase of the shirts using a collection of small left over funds (Millennium Clock Fund, \$100; sale of KPL history, \$274.31 and Dollars for Doers, \$153.72) with the balance coming from Trustee funds. Jane Pitts moved to approve the use of up to \$600 for the purchase of 30 logo polo shirts: Pam seconded the motion. After discussion the amount was raised to \$700 to make sure every employee would have a shirt. The motion to approve up to \$700 passed unanimously.

Susan Bloom reported that the Library's budget request this year will essentially be level with last year, but that we will be asking for increases (overall of \$5,000) for lines were there was overage this year, and to create a new line for software. We have been using the collection

budget for software, but software should have its own budget line. There will not be requests for increased staffing this year.

Building and Grounds Committee Report

Acoustical problems in Cohen Hall and the circulation lobby are being looked into. Marti has selected Eric Reuter, an acoustical consultant in Portsmouth, to do an analysis of the two areas. In the Circulation lobby, there is a whisper effect where private conversations at the desk can be heard across the room; in Cohen hall there is a lot of reverberation which distorts the sound.

Paul moved that we approve \$2,500 from Trustee Funds and \$2,500 from the Heberton Hall Cost Center for a total of \$5,000 to pay for the study. Pam seconded the motion.

Because Cohen Hall is in the Masonic Building, funds from the Heberton Hall Cost Center may be used. Funding for the study of the circulation area must come from Trustee held funds.

Bill explained the origin and use of the Heberton Hall Cost Center.

The funds in this motion cover only an analysis of the situation, not remedial work.

The motion was approved unanimously.

Paul also updated the Trustees on the tree tag project. Library Staff and Bartlett Tree are working with Arborscape to place bar code tags on the trees on the Library grounds. The tags with QR codes will give specific information on the type of tree, and also can give date of planting or any other specific local details we want to add. The tags will be supplied by Bartlett Tree, but in the future replacement tags can be made using the laser engraver in the Maker Space.

Community Outreach Committee

The committee (Trustees Ritu, Katherine and Yves, with Amy Kraemer) met twice this month. They focused on the 125th celebration of the Thayer Library Building. (see schedule for the program of events on April 13.) The program focuses on the 1890's, and includes games, tours of the building, music and a presentation on literature of the 1890's, plus a birthday cake. The committee will also be sending out a survey to better understand what KPL means to people. Sean will compile the results of the survey.

Long Range Planning Committee did not meet.

Fine Arts Committee

Judy reported that the Keene High School Scholastic Arts Award winning artwork is on exhibit in the Circulation Lobby and the Atrium until March 6.

Policy Committee

Kathleen had two policies for review and approval.

Kathleen moved the acceptance of a new policy: "Review of Non-Public Minutes." Pam seconded the motion.

Kathleen explained that per RSA 91-A:3,IV, the Trustees must adopt a procedure to review minutes of meetings held in non-public session and determine if they should be made public, or remain sealed. This policy establishes the procedure. Kathleen explained that sealed minutes shouldn't remain sealed forever, but should be reviewed and unsealed if appropriate.

Acceptance of the policy was approved unanimously

Kathleen then moved acceptance of the updated/revised "Patron Confidentiality Policy." Yves seconded the motion.

Paul asked about the sentence "This confidentiality policy shall not apply to any borrowers who have overdue materials." He wondered if anyone who had an overdue book lost the right to privacy with regard to what materials were borrowed. Although this sentence intends to give the staff the ability to pursue overdue books, especially those held by minor children, the Trustees felt it was not clear enough. The motion and second were withdrawn and the policy sent back to committee for further work.

The Policy Committee will meet on March 12, and will review the by-laws and the copy machine policy.

Friends of KPL

Judy reported that the Friends received \$9,454 from 5 nights of participation in the NH Charitable Gaming program. They are scheduled for another 5 nights in March.

The Friends website is out of date due to the death of the website manager. Kathi Snow and Jeff Bergeron are stepping in until a new manager can be found.

The Friends have many sorters for the many books that are being donated for the next book sale, scheduled for April 18 to 21.

The Friends board approved the use of \$2,500 from the Heberton Hall Cost Center for an acoustical study of Cohen Hall.

Horatio Colony Museum: no report.

Cheshire Literacy Coalition: no report

Director's Report

The director's report was included with meeting materials, but Susan Bloom, Assistant Director, sitting in for Marti, highlighted Colleen's retirement after 34.5 years at the Library. Her position, Outreach Librarian, is being redefined, as it has developed greatly over the years. She will be honored at a breakfast this Thursday, 8:30 til 10:00. Trustees are invited to stop by.

Old Business

Bill will keep the Trustees posted on City budget meetings, and on preparations for the program for the 125th anniversary of the Thayer Building on April 13.

New Business

Quite a few Trustees may be away at the end of March and we may be short of a quorum for that meeting.

The meeting was adjourned at 6:15.

Judy Putnam
Temporary Secretary