

Keene Public Library
Trustee Meeting Minutes
Tuesday, Sep 24, 2024

Present: Trustees Bill Stroup, Jane Pitts, Paul Henkel, Kathleen Packard, Don Caruso, Hollie Seiler, Judy Putnam, Justin Somma, Pam Russell-Slack, Katherine Baer, Karthik Gowda, Sam Temple, Bobby Williams, City Council Liaison)
Also Present: Marti Fiske, Library Director; Susan Bloom, Assistant Library Director

Bill Stroup called meeting to order at 5:03

August Meeting minute approval: Motion to accept made by Pam and Don seconded. Motion was approved unanimously.

Bill explained that he wanted the meeting to include an examination of committee make-up, and their membership needs for the year ahead.

Committee Reports:

Finance Cmte

Donations-Jane went through donations which included those made in memory of Marie Kaufer. There was also a donation for DVD's and one for the collection overall. The total was \$1200. Jane made a Motion to accept, and Pam seconded. Motion was approved unanimously. Kathleen asked about how people find out about making donations. Marti responded that they were usually contacted by phone or letter and that either she or Susan handled the request. They make sure to inquire about any special interests the honoree may have had.

Annual report has been submitted to the City & NH DOJ.

P-card for Ms. Mercer received and training for use is underway

Justin will be added as co-signatory to Edward Jones account. There are 3 members now and they may need a new person next year

Building & Grounds: Paul reported on the RFP being written for the audio improvement project in Cohen Hall. Eric Rutter will help with technical section of RFP and will help review bids. Heberton Fund money will be used. The Circulation lobby project on hold due to the level of complexity the project will entail.

The freezer was repaired in the Hall kitchen and Maintenance funds will be used to pay for this charge.

Squirrels have made hole in upper level.

This committee currently has 3 members and that is acceptable. If more added Paul would prefer that two people join to ensure a quorum.

Community Outreach: This committee currently only has 1 member and needs 3 to be official.

Karthik Gowda expressed interest in joining. Marti described more about the committee duties and explained that it is up to members what they want to do but said that the most helpful is manning booths and activities at events. KPL has had several this year, and more coming this Fall.

Katherine asked whoever is interested to contact her.

Bill explained that the Bylaws charge that the Board must have Finance, Long Range & Policy Committees. Any other committees are seen as advisory.

Long Range Planning: needs members

Fine Arts – Judy outlined that past month’s activities which include the new cabinet, reception planning for naming the cabinet and exhibit planning for the cabinet. Jane, Judy and former Trustee Kathleen Kennedy Burke remain on the committee. They do not need any new members.

Policy – Kathleen went through the Borrowing Policy revisions. It was up for revision after recognizing the need to support staff, especially regarding temporary cards. There has been extensive Library loss due to temporary card usage in the past and the Policy changes are responding to that by clarifying temporary user policies. The City attorney has reviewed. Other changes included adding relevant NH statutes to the Fee section. Marti also explained that they added needed procedures for staff on temporary patrons. Marti outlined several examples of temporary status.

Kathleen brought motion to adopt the revisions and Pam seconded.

Don brought up adding a Drivers License to accepted ID’s used to prove residency. It will be added to the policy. Don made Motion to accept Amendment and Paul seconded. Motion was approved unanimously.

Jane asked about loan period determinations and Marti noted that the policy allows for more flexibility.

This committee currently has enough members, but Bill mentioned that all are welcome to join and that is it a great way to learn about the about KPL.

Friends – Judy reported on the upcoming book sale and the call for volunteers. The Friends are going to review museum passes and have an upcoming program on November 9th about communities finding common ground. They are exploring getting an air filter in the sorting room. Judy commented that new trustee Board members are encouraged to join the Friends. The next meeting is Oct 8th.

Horatio Colony – Bill described relationship to the Board and explained that the lack of an executive director has put hiatus on activities.

Cheshire Literacy – This group is not active. Judy brought up that the renewal of it’s 501(3c) is imminent and if it is not renewed the group may dissolve. This committee needs interested members to move forward.

Director’s Report –

Marti reported that the Staff attended ward community events and they realized that they were geared more toward community development. They may not attend the rest being offered. The credit card equipment needed has a higher cost than expected; over \$3000. So KPL is working with IT to explore options.

There are 18 language learners in KPL’s program. This is a higher than expected number.

Pam asked Marti about annual school visits, and she explained their goal to visit every class.

Old Business: none

New Business: Bobby's term as liaison has expired. He will talk to Jay about either being renewed or having a new person appointed.

Adjourn Meeting: 6:15.