

Keene Public Library
Trustee Meeting Minutes
Tuesday, Oct 22, 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 [no City Council Liaison]
Also Present: Marti Fiske, Library Director; Susan Bloom, Assistant Library Director

Bill Stroup called meeting to order at 5:03.

Meeting Minutes: Pam Russell Stack moved that the September meeting minutes be accepted; Judy Putnam seconded. Minutes accepted unanimously.
September Non-public minutes – Bill asked for reconsideration of sealing the minutes. After Board discussion it was decided that the meeting content did not meet the criteria for sealing. [See non-public template in Trustees Handbook for criteria]. The Board would like further discussion on criteria. Pam moved that non-public meeting minutes would be unsealed; Judy seconded. Motion passed unanimously.

Committee Reports:

Finance:

Jane presented donations for approval including; James and Sally Taylor - \$100
Jill Locascio - \$50; Norman and Helen Rudolph - \$50; Anne Augelli - \$50
Theresa Jetter - \$50; \$300.00 in total. Pam moved and Kathleen seconded acceptance of the donations. Approval was unanimous.
Jane presented the FYQ1 (July-Sept) Financial report for approval. Overall there was an increase in donations due to several 'in memory' donations.
There was a \$1,000 grant from C&S for the Summer lunch program. Marti reported that KPL is looking into the future of the lunch program and will be meeting with The Community Kitchen. The KPL program may be redundant due to increase in other programs in the area. Bill asked for an update at November meeting.
Pam moved to accept Q1 report; Paul seconded. It was approved unanimously.
Jane reported that funds from the Maria Kaufer donations would be used to create a reading nook. Funds will be used to install an electrical outlet. Judy reported about updated story boards in Ashuelot Park created from donations in the name of Chris Weeks.

Building & Grounds:

Paul reported that the Audio project RFP is being prepared. The committee also recommends continued maintenance of the Antique clock, estimated cost is \$2300 (every 5 years). Motion to approve made by Paul, seconded by Kathleen. All approved unanimously.
The Board currently includes \$500 in the budget yearly for maintenance, this line item may need to be adjusted due to this additional cost.
Paul reported that there is a need for some timely maintenance of two windows in the children's department. The window sashes are deteriorating and will need work before the next scheduled maintenance by the City. The cost is expected to be in the thousands. The committee will continue to monitor and report on cost estimates.

Community Outreach: There is still no official committee. Katherine discussed needs with Outreach Librarian Amy Kraemer. Amy will keep Katherine apprised of upcoming events. Katherine and Karthik will work at events as needed and Katherine will report opportunities to the Board.

Long Range Planning: no report

Fine Arts – Judy further described the use of Marie Kaufer donations to create reading nook. The outlet installation will cost \$735. The committee is looking into future projects.

Policy – Kathleen reported on the revised LOT policy. Kathleen made motion to accept policy drafts, and Pam seconded. Motion passed unanimously.

The revised policy allows staff to manually adjust the loan period for LOT materials. It also added wording that will allow staff more time to assess wear and tear. Edits to the corresponding form incorporate changes to policy. The next Policy meeting is Nov 5th and all are welcome to attend.

Friends-Judy reported that the Friends made \$15,800 at the recent book sale.

Horatio Colony – no report

Cheshire Literacy – no report

Director's Report – Marti reported on the budget shortages to the part-time/hourly staff budget. She has met with the City Manager and the City manager will carry over left-over funds from last year which are approximately \$27,000. This will only help short-term. KPL would need extra \$120,000 to make up for shortage. The City Financial department is unclear how this budget shortage happened. Marti has discussed the issue with staff members since many (including Marti) will be doing more desk hours to make up for shortfall. Pam remarked that this mistake needs to be noted when the budget goes to Council next year and highlighted the need for a new City Council liaison for the Board. Bill will bring this up with Mayor Kahn.

Marti also reported on an overage in postage budget of \$1800 and this will be taken from book budget.

Old Business: none

New Business:

Adjust meetings for Holidays

Bill made Motion to move November board meeting Nov 19th and Kathleen seconded

Bill made Motion to move December meeting to Dec 17th and Pam seconded. Motions passed unanimously.

Bill made Motion to move into non-public session, Pam seconded. Motion passed unanimously.

Public meeting reconvened and adjourned at 6:36.

Katherine Baer - Secretary