

Keene Public Library
Trustee Meeting Minutes
Tuesday, Jan 28, 2025

Present: Trustees Bill Stroup, Jane Pitts, Paul Henkel, Kathleen Packard, Don Caruso, Hollie Seiler, Judy Putnam, Justin Somma, Katherine Baer, Karthik Gowda
Visitors: Marti Fiske, Library Director; Susan Bloom, Assistant Library Director; Alan Stroshine, Edward Jones financial advisor

Bill Stroup called meeting to order at 5:03.

Meeting Minutes Dec 2024 approval. Meeting minutes will change non-board members attendees to visitors per Mayor Jay Kahn request. Judy put forth Motion to approve and Jane seconded. The Motion was approved unanimously.

Committee Reports:

Finance Committee: Alan Stroshine from Edward Jones gave an overview of the Board accounts. He commented that it has been 3 years since the investment policy has been updated. He compared the Board's portfolio to the Morningstar benchmark of 60/40 for investments. The current portfolio is 62/38. Alan advises to stay the course with current portfolio make-up. The Board has the most cost-effective fee-based account which corresponds to the Board's mission as steward of these funds. We will revisit in 6 months.

Judy reported on the City audit. There are new auditors for the City and they would like to talk to Board about the current Trustee audit process. Historically the Trustees have given Auditors the Annual Report as well as other financial documentation. It is unclear what additional steps are needed by the Trustees. The Finance Committee will meet with the new auditors next week. Kathleen asked about what agreement the City has with the Trustees about financial reporting. Marti found reporting policy in City Charter.

Judy reported that KPL has asked that the Treasurer's Office be reallocated to be used as a single person private use space. Judy made a Motion for the Trustees to give up office and Justin seconded. The files cabinets holding Trustee financial documents can be moved upstairs to the staff area and will lock. The Motion was Approved unanimously.

Treasurer report: Jane went over donations:

\$1000.00 Grant check from the AARP for Adult AI Lecture Series in February.

\$2500.00 Grant check from the Cheshire County Conservation District for the Monadnock Grows Program

\$250.00 Annual Distribution from the Jacob J. Lichman Irrevocable Memorial Trust – restricted to book purchases

\$500.00 from Carolyn Jones - unrestricted gift

\$20.00 from Kathryn McNeil - in memory of Marie Kaufer

Judy put forth Motion to accept these donations and Paul seconded. The Motion was approved unanimously.

Jane gave an overview of the Q2 financials.

Paul put forth Motion to accept the Q2 financial and Don seconded. The Motion was approved unanimously.

Building & Grounds: Paul had update on the upcoming RFP for the acoustic project.

Community Outreach: no report, but Katherine and Karthik will be meeting with Amy on Feb 11th at 3pm.

Long Range Planning: no report

Fine Arts: no report

Policy: Kathleen reported on review of membership & organizations policy. It was given to the City attorney for review and they sent back comments. These comments will be reviewed at next committee meeting. Trustee bylaws to be reviewed next.

Friends: Marti reported that the next book sale will be held over the weekend of April 26th. They are looking for a new web master. They will be adding the New England Aquarium to museum pass for school year.

Horatio Colony: no report

Cheshire Literacy: no report

Director's Report: Marti reported on her letter over no-trespass order legislation. Jane supported Marti's letter to Gov Ayotte on the State Librarian position. This led to further discussion and Marti recommended that individual letters to Ayotte over the State Librarian position would be helpful. Marti handed out the preliminary budget and went over key points including the hourly staffing budget that was sent to the City HR.

Old Business: n/a

New Business: n/a

Went into non-public session to discuss RFP at 6:15

Meeting Adjourned 6:31

Meeting Minutes by:
Katherine Baer, Secretary