

**Keene Public Library Trustees**  
**Minutes from: Finance Committee Meeting**  
**August 3, 2021**

**1. Call to Order.**

Meeting commenced at 10:05AM

In attendance: Chuck Redfern, Judy Putnam, Jane Pitts

Absent: Ken Jue, Marilyn Gemmell

**2. Approval of Minutes.**

A motion was made by Chuck to accept the minutes from July 13<sup>th</sup>, Judy seconded. All in favor, motion passed.

**3. Treasurer's report.**

The committee reviewed the following documents submitted by treasurer Judy Putnam:

- Trustee Budget – Already reviewed. No questions or comments.
- Annual report – A few typo changes were suggested.
- Gifts and Grants – No questions or comments
- Encumbered funds report – No questions, Judy commented that the Books Fund has been building up over time, will discuss expenditure strategy with Marty.
- Portfolio Changes + Explanation of changes – No questions or comments.

The report out from the New Hampshire Charitable Foundation (NHCF) was shared – our endowment is at \$181,943.95 as at 6/30/2021.

A check for the final remaining balance owing from the Trustees to the City of Keene has been written. It is in the amount of \$185,000, however once recently received final funds have been accounted for, the Trustees will receive this back from the City, making the true amount owed less than \$185,000. This change will be reflected in the Treasurer's fall statements and reports.

A motion was made by Chuck to approve the Treasurer's report as presented. Jane seconded. All in favor, motion passed.

**4. Director's report.**

Committee reviewed. No questions or comments. Please see explanatory addendum submitted by the Library Director at the end of these minutes. \*

**5. Old business.**

- New Chapter Capital Campaign:

As campaign chair, Judy is pleased to report that the campaign is officially complete because 100% of the pledged funds have been collected! Jane and Chuck thought that this was outstanding news.

Judy will work on notifying a few folks who have been very involved in the campaign about this great news.

- The Trustee's P-Card (Purchasing Card) is up and running and has been used. An automatic withdrawal has been set up in the Edward Jones account for payment of the statement for the end of each month.
- A Trustee's laptop has been purchased and Judy, Jane and Cary have been working on purchasing and installing all the software, transferring data over, and learning the new Windows platform.

6. **New Business** – no new business.

7. **Next meeting:** September 14<sup>th</sup> @ 3:00PM (note new time change)

Chuck made a motion to adjourn. Motion passed. Meeting adjourned @ 11:00AM

*Respectfully submitted on August 4, 2021,  
Jane Pitts, Finance Committee member*

Addendum to minutes:

**\*Director's report submission:**

The mid-year financial reports from the Friends are attached. You'll see in the Organizational Summary that they made \$16,463.48 from Emerald Gaming. The attachment labeled Budget 2021 shows their year-to-date support of the Library on various lines.

Grants:

1.) The equipment for the ARPA Sub-grant #1 has been ordered and should be arriving in the next few days. It totals \$5,260. I will do the reimbursement submissions when I return from vacation.

2.) I'm doing the research for ARPA sub-grant #2 now. This is a competitive grant with a minimum award of \$10,000, due October 1. It does not allow for anything considered construction (e.g. installing electricity or concrete pads) or costs running after July 30, 2021 (e.g. service plans). I will be submitting for a 20-unit exterior locker (\$29,741) and 3 OWL video conferencing camera/microphone systems (\$4,200 +/-). The total cost of the grant request will be about \$34,000.

The location and color of the lockers will be discussed with the Buildings & Grounds Committee. Facilities staff have reviewed potential exterior locker locations. They recommend a concrete pad be placed between Heberton Hall and the sidewalk going to the courtyard. (see Locker near Heberton) This will allow easy access from cars, especially when sidewalks are not maintained during winter nights and Sundays. That area is handicapped accessible as the curb is flat. The lockers are also set at heights which are handicapped accessible. Parks & Rec will donate the cost and labor of the pad installation (value c. \$1,500). I'm seeking estimates for electric and perhaps internet if Wi-Fi is not strong enough at that location. Facilities believes this will be about \$1,500 +/- . The service plan is \$934. I may need to seek funds for those two items from the Trustees line for Director's Discretionary Funds. I'll know more when the estimate is back-- about the time I get back from vacation.

OWLs are 360-degree cameras and microphones that pick-up meeting participants up to 18 feet away. They are super easy to use and interface with any web conferencing software. We are seeking three so that at least one can always be reserved for hybrid or online library programs and up to two may be made available to people reserving

meeting and event rooms. We've already had a request for a meeting room set up for hybrid meetings and were not able to meet their needs. Each OWL set up could be up to \$1,400. One OWL is \$999, plus we will be buying accessories such as cable extenders, cases, tripods, etc.

See attached specs for lockers (221105 ...SmartAxess System) and this website for more on the OWLs Meeting Owl Pro: 360° camera, mic, and speaker with 18-20 ft. range ([owlabs.com](https://owlabs.com))<<https://owlabs.com/products/meeting-owl-pro>> .

Financial Reports:

FY 2020-2021 (last fiscal year to date) expenditures and revenues-some invoices may be still outstanding. Good news! The public printing line created \$1,850 in revenue last fiscal year, even with the vagaries of the pandemic! Lines which we had control over (e.g. books) are well spent. Because of the reduced hours we had personnel funds unspent as some part-time people were still slightly reduced in their total hours. Supplies money was left over because fewer expendable supplies were used by fewer visitors.

The current fiscal year 2021-2022 attached.

Marti Fiske, Director (M.L.I.S.)