

**Keene Public Library Trustees**  
**Joint Meeting of**  
**Finance and Policy Committees**  
**February 12, 2021**

**Present:** Trustees Ken Jue, Judy Putnam, Carl Jacobs, Kathleen Packard, Jane Pitts, Chuck Redfern; Director Marti Fiske; Sean Wiley, admin support.

Ken read the remote meeting authorization statement. Members introduced themselves, stated where they were located, and confirmed that they were alone.

Bill Stroup could not attend, so Jane Pitts served as a member of the group in an alternate capacity.

Members reaffirmed that this group is advisory, and will bring recommendations to the respective committees and the full board, which will then make any decisions.

Marti reached out to New Hampshire libraries of similar size to ask how they handle funds raised by friends groups. It is possible that our organizational structure, where Trustees have financial oversight and prepare their own budget, is unique to KPL.

Ken pointed out all the behind-the-scenes work Marti has been doing to lay the groundwork for getting our procedures in line with the RSAs.

Sean gave an overview of what has been the process concerning the Friends of KPL money that either pays invoices directly or reimburses staff for purchases made on personal credit cards.

Judy wanted to be sure to distinguish between policies and procedures, and to point out that we need not set all procedures down as policies.

City Attorney Tom Mullins has provided us with some good language to more precisely describe the nature of the funds accepted and overseen by the Trustees, and to get our policies in better alignment with the wording of the RSAs. The differences between anticipated and non-anticipated funds, budgeted and not-budgeted funds were discussed.

\$5000 is the threshold gift amount that requires the public posting of the meeting where the funds will be accepted.

Money raised by the Friends and given to the Library must go to the Trustees. The City does not have to be involved.

## *Policy Review*

City Budget

Policy 9.001 is the current statement

### **ANNUAL BUDGET FOR THE CITY OF KEENE.**

9.001 At an appropriate time each year, the Board of Trustees will review the City budget proposed by the Board's Finance Committee working with the Library Director and will submit an approved budget to the City Manager. It will be the responsibility of the Board of Trustees to accept, by vote, the final City appropriation voted by the full City Council. The Board of Trustees, working with the Library Director and the Finance Committee, will be responsible for keeping expenses within the appropriated figure.

Tom suggests we modify the language to more accurately reflect the language of the RSA. This will also help in more precisely defining the roles of all parties. Marti recommends passing proposed edits by Tom before they go to the full board.

The proposed City budget is voted on in February; the final, June.

### **FUNDS HELD BY THE TRUSTEES OF THE KEENE PUBLIC LIBRARY.**

002 The Board of Trustees will review budgets and expenditures for all funds held by the Board of Trustees of the Keene Public Library. The annual budget will be submitted by the Finance Committee for approval by the Board of Trustees. An annual audit will be conducted by the City or other appropriate person appointed by the President of the Board of Trustees, and all filings to the appropriate state agencies shall be made on a timely basis.

Ken cautioned against thinking the Trustees had any role in the investment or dispersal of these funds. It is the Library Director who is the link to the City's Trustees of the Trust Funds. He mentioned using language such as "with advisory support of the Finance Committee." It should not involve the Board as a whole.

The project to digitize the entire run of the Keene Sentinel was discussed as it was partially funded from the Clara Abbott Trust. Kathleen suggested we include in the policy that new, atypical uses might require altering a fund.

Judy pointed out that all the trusts but one specify they be used to buy reading material.

## **GIFTS.**

Gifts of money and real or personal property including securities will be accepted by the Board of Trustees. The Board of Trustees reserves the right to make whatever disposition of such property as it deems advisable. Approval may be based upon, including but not limited to, 1) local interest, 2) local subject, 3) historical significance, 4) ease of display 5) care and storage, and 6) appropriateness to the Library's general Library objectives.

9.004 No estimated evaluation of any gift will be made.

### Landscaping

The Board of Trustees shall make the decision as to the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the appropriateness of the offered gift to the existing landscaping, cost of maintenance and consideration of any future building expansion, renovation or similar circumstance.

Judy suggests we separate financial gifts from other types of gift. They concerns and procedures are totally unrelated.

Carl suggests:

- Gifts
  - Money
  - Other

Judy would like more time to think about requiring a certain level of donation to start a new named fund. There are both efforts and costs that make it onerous to manage small funds. Carl suggested language about reserving the right to aggregate funds. Discussion about needing to revisit the gift policy.

Tom says fund from New Hampshire Charitable Foundation are "unanticipated funds" since the exact amount is unknown.

Judy pointed out that they are anticipated, in the literal sense, and are budgeted for.

Ken called for reorganizing the whole gifts area of the policies.

A reminder not to Reply All to emails in order to remain in compliance with Open Meeting laws.

Next meeting: Friday, ~~February 19, 10-12~~; **RESCHEDULED** Friday, February 26, 10-12.