

## KEENE PUBLIC LIBRARY BOARD OF TRUSTEES

### FINE ARTS COMMITTEE

#### DRAFT MINUTES from meeting held on March 1st, 2023

**Present:** Jane Pitts, Judy Putnam, Marti Fiske (for Susan Bloom). **Absent:** Kathleen Kennedy Burke, Susan Bloom

Ongoing inventory review of the Library's Fine Art holdings:

Judy has found that Charlie Cobb, former owner of The Cobbs Auctioneers in Peterborough, still does fine art appraisals. He would be willing to update our appraisals.

At some point, the Committee may look to add the Boylan and Morton pieces to the City's insured list. Coincidentally, the City is also reviewing their own process for appraisal and insurance with their insurance carrier Primex. The Committee thought it prudent to wait to receive further direction from the City as to where they land with their process before determining next steps for our own pieces.

Marti will be reaching out to the The British Clockmaker Co. in Vermont to set up an appointment to receive an estimate for repair of the antique clock on the first floor.

Acceptance of Non-Monetary Gifts:

In light of the new language that is being adopted in the City Ordinance regarding the City and the Library Trustees relationship and duties to one another, this Committee specifically discussed a process for how an inventory of non-monetary gifts should be kept and reported on going forward.

Proposed process:

The Trustees, their sub-Committees (such as Fine Arts and Buildings & Grounds), and Library Staff (Gail) who may frequently be in a position to be aware of potential non-monetary gifts from the general public or the Friends group, would assess these on an individual basis and alert the Trustees Finance Committee. All non-monetary gifts exceeding \$500 would be tracked on a simple spreadsheet (**Non-Monetary Gift Tracking Spreadsheet**) that would capture the following information:

***Name of item***

***Who it came from***

***Is on-going maintenance required? Yes, or No?***

***If yes, identify funding source***

If any non-monetary gift items were to be determined to require ongoing maintenance from the City, then the Trustees would propose these to go through the City Council

acceptance process. It was noted that some items from the annual Friends Wish List might potentially fall in this category, so the onus would be on Gail Zachariah to be more pro-active and diligent about identifying these items earlier on the list to ensure they were accepted, purchased and processed through the budget prior to the calendar year end.

The Treasurer for the Trustees would maintain the Non-Monetary Gift Tracking Spreadsheet. This spreadsheet would be included in the Trustees Annual Meeting Report to the City each August.

Next Fine Arts meeting: May