

Trustees Finance Committee
May 11, 2021 DRAFT

Attendees: Committee members: Chuck Redfern, Judy Putnam, Jane Pitts, Staff: Marti Fiske
Absent: Ken Jue **Guests:** Building & Grounds Committee: Paul Henkel, Carl Jacob. Staff: Gail Zachariah

Review of minutes: Correction 1st paragraph section 1 needs to be corrected to \$9,047 instead of \$947. Minutes approved with amendment. Judy motion, second by Jane. Approved unanimously.

Stage Lighting Funding: Paul Henkel and Carl Jacob presented information about potential installation of LED stage lighting. The previous incandescent lighting were removed during the Heberton Hall renovation due to fire code issues. Two estimates were presented totaling \$25,609 and \$27,959.63. An additional \$1,000 has been encumbered to date for consultation fees. Questions were taken regarding the capabilities of the lighting system. \$13,000 remains unspent from budgeted funding for Heberton Annex improvement and \$11,000 remains from budget opening celebration, leaving about \$3,000 needed. This will be brought to the full board on May 25. Vote to suspend the rules to address the request as it was not on the agenda. Vote was unanimous. Motion made by Judy Putnam to spend up to \$26,000 for Heberton Hall stage lighting, second by Chuck Redfern. Approved unanimously.

Treasurer Report:

Reminder that the FOP meeting is May 13 at 5:30 p.m. Trustees are encouraged to sign in with “name, Library Trustee.”

Presentation of expected Outreach expenses for 2021-2022 by Gail Zachariah. Accepted as informational.

<i>KPL Outreach Committee</i>	Endowment
<i>Proposed Budget – FY 2021-2022 (NHCF distribution plus Eugene Choe distribution & various grants)</i>	\$10,184.96

Expenses

Evanced Solutions summer reading program maintance (software)	\$562.28
Evanced Solutions calendar software	\$1,318.26
Library Aware	\$2,024.00
PR (phone listing and other general pr)	\$604.00
Other grant funded library programs (supplies, performer fees, PR, food)	\$2,721.42
chair (\$500 from the breastfeeding grant plus \$455)	\$955.00
seeds and tools (dependent on donation from Cheshire County ConservationDistrict)	\$2,000.00
Total EXPENSES	\$10,184.96

ANTICIPATED INCOME	
NHCF distribution	\$5,284.96
Humanities To Go Grants	\$300.00
Eugene Choe Distribution	\$100.00
C&S Chautauqua Grant	\$1,000.00
ALA Financial Literacy Grant/Thinking Money	\$1,000.00
Cheshire County/Seeds (Requested for 2021-2022)	\$2,000.00
UNH/Breastfeeding	\$500.00
Total Anticipated Income	\$10,184.96

Use of remaining funds from previous years:

Date	Donor/Purpose	Amount	Available to spend 12/20	Spent or Ordered 2021	Estimated Balance	Spending Plan
6/27/2018	Cheshire Medical Center/	\$1,000.00	\$110.97	\$0.00	\$110.97	
8/10/2018	UNH/Breastfeeding	\$5,000.00	\$500.00	\$0.00	\$500.00	chair next fiscal year
2/6/2019	ALA/Ready to Code	\$500.00	\$500.00	\$0.00	\$500.00	LaserCutter Maintenance this year
10/3/2019	ALA/Grow w Google	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	LaserCutter Maintenance this year
	ALA Thinking Money	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	program expenses next year
	NH Humanities	\$400.00	\$400.00	\$0.00	\$400.00	speaker fees
	ALA/LTC Conversations	\$3,000.00	\$3,000.00	\$1,738.81	\$1,261.19	wifi costs or materials this year
	Kingsbury Fund Grant	\$781.00	\$781.00	\$0.00	\$781.00	LaserCutter Maintenance this year
	one time DHCF distributions			\$1,700.00		
	remaining outreach funds 2020-2021			\$3,588.09		
	TOTAL			\$5,288.09		

STORYWALK PROPOSAL

20 permanent display posts

\$4,656.00

Discussion on proposed Trustee budget for 2021-2022. Trustees' income is expected to be about the same as last year. A note will have to be made within the budget of the amount of gross income and expenses through City and Friends of the Library. Judy will talk with the Treasurer of the Friends to get an estimate of Friends' donation for budgeting purpose and about joining the Finance Committee meetings. The ALA Financial Literacy Grant/Thinking Money for \$1,000 is expected to be received after July 1 and could be accounted within the Trustees budget.

Computer for Trustees use: If the Trustees get a computer and external hard drive, they could be kept in the office used by the Trustee Treasurer. Cloud storage was considered for future possibility. The City has deaccessioned computers available at under \$150. Software will need to be purchased. Jane Pitts made motion to recommend the spending of \$500 for deaccessioned computer, external hard drive and software for the Treasurer's use. Second by Judy. Approved unanimously.

Judy has made digital copies of past records onto a thumb drive. There was discussion on which records should be kept, for how long, in which formats, etc. Chuck will check with NH Charitable Trust about guidelines for record retention.

Donations: none received since last Board meeting.

MOU meeting with the Friends: Chuck was brought up to date on the meeting of the Friends & Trustee on May 4, 2021. (Minutes on file.)

Grants: No new grants in process.

Judy mentioned that **funds are still available for future projects:** \$8,000 Phil Faulkner bequest and \$4,000 from various donations in memory of Chris Weeks may be good fit for story walk and stage lighting if more is needed.