

Minutes of the Meeting for the KPL Trustees Education “Ad-Hoc Committee”

Members present: Bill Stroup
Kathleen Packard
Chuck Redfern (Minute-taker)

Staff present: Susan Bloom, Assistant Director- KPL

On December 17, 2021, the Trustees Education “Ad-Hoc Committee met at 2:30 in the Miller Vincent Room to discuss a training program for new KPL Trustees. The meeting closely followed the format of the agenda previously forwarded to the committee members and noticed to the public by Marty Fiske, KPL Director on December 2, 2021.

Committee members confirmed a list of items proposed by the director for the orientation packet, which were as follows:

Trustee By-Laws (hardcopy with suggestions to always confer with the website for updates).
State right to know law
Statutes related to power of Library Trustees
Trustee/City/Friends relationship
Calendar of regular events (library programs and Trustee duties.
Policies (hardcopy of index & appendix), including reference to on-line resources.
NH Trustee Manual, as referenced to the on-line version.
Who’s who for questions and duties (Staff, City – directors, Charter Employees, Trustees, Friends).

The Committee added the following items to be included in the packet:

Tour of the campus and meet & greet of Staff.
Basic Budget Overview
Explanation of KPL Standing Committees
Copy of Thayer Plan/Trust
Book on History of the Library

Also, the Committee strongly recommends addressing the following:

Expectation of attendance at specific Council Meeting where appropriate.
Workload sense for Trustees.
Budget approval procedure by Trustees to City to Trustees
Role of committee chairs
Timing for meeting minutes & agendas
Reason for Executive Sessions
Email procedures- do not reply to all.
Code of Ethics / Privacy
Mentoring Possibilities especially answering questions, and partnering at first Trustee meeting