

**KEENE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 26, 2021**

The Meeting was called to order by President Alexander at 5:02.

The Statement of Authority for conducting the meeting telephonically was read.

Roll call attendance was taken, present were: Jennifer Alexander, Paul Henkel, Ken Jue, Kathleen Packard, Judith Putnam, Bill Stroup, Kathleen Kennedy Burke, Jane Pitts, Carl Jacobs, Chuck Redfern, Yves Gakunde and Library Director Marti Fiske. Chuck Prigge was absent.

The December minutes were amended to read, under Finance paragraph 1, “created” replaced by *recently enlarged* Jane Green bequest.

**Motion** to approve the amended minutes was made by Yves, seconded by Carl and passed unanimously.

Several Friends of the Keene Public Library in attendance at the meeting were welcomed by Jen and included: President Jill Cielinski, Sally Rinehardt, Kathleen Chertok, Luanne Beauregard and Michelle Fuller.

Recent discussions about fundraising have raised some issues between the two groups. Section 9.005 of the KPL Policy Handbook reads that any group raising funds on behalf of the library must have Trustee approval. The Friends were contemplating applying for gaming proceeds locally, through an official State application process which came to the attention of the Trustees. Though neither group had officially voted on this, it has spurred an examination of policies.

Jen thanked them for all of their good works to include the booksales and membership drives over the years since 1982 and professed that the Trustees would do their utmost to preserve and maintain the good relationship the groups have enjoyed for many years. She offered three opportunities: that the FKPL appoint a member to sit on the Trustee’s board; that the newly regenerated Strategic Planning Process of the Trustees solicit FKPL input; and that the two groups work together to establish a memo of understanding between them to outline the relationship. (Although there is rumored to be some sort of agreement, no one has been able to locate it nor has it been viewed for at least 30 years).

The Finance and Policy committees will take this up and although the board understands the FKPL may want clarification sooner, must adhere to the laws governing public administration and meetings.

**FINANCE:** Marti had asked the board to vote tonight on approaching the Trustee of Trustee Funds for the city to see if the Sentinel digitalization project met the requirements for funding if the funds could be released. Finance committee recommends approving this motion and Ken moved:

**Motion:** That the Trustees approve the Sentinel Digitalization Project and that Marti proceed to seek funding from the city held trust funds earmarked for benefit of the Library via submission of a proposal to the trustees of these funds and that a balance of up to 1,000 for supporting this project may be taken from the library’s collection budget.

Carl seconded and it passed unanimously.

Judy indicated that donations saw a little boost this quarter;

**Motion:** Ken moved and Paul seconded that we vote to approve the 2d quarter gifts and donations. Passed unanimously.

**BUILDINGS AND GROUNDS:** Paul reported that the Heberton Hall noise issue continues to be worked on by Tom Mullins.

**Motion:** Paul moved, Carl seconded, that we approve the expenditure of \$2,500 from the Heberton Hall Fund to hire a consultant to support our effort to support the remediation effort and to seek and recover these funds from any responsible parties. Passed unanimously.

There will be an update on HH stage lighting soon. Sally Rinehardt brought the up lack of sufficient heating capabilities in the HH kitchen for caterers, which could impact ability to rent the space for certain functions.

**COMMUNITY OUTREACH:** No report.

**LONG RANGE STRATEGIC PLANNING:** Met Jan 22 (Chuck, Chuck, Yves, Jen). Meetings 2d Monday of the month. Next meeting Feb 8<sup>th</sup>. Moving ahead with a 1 year plan (July 2021- June 2022) and then a 5 year plan. The first project will solicit input from the staff, Trustees, City, SAU 29 and KSC. A formal document will be presented at the May meeting of the Trustees for approval and possible tweaking so that by July 1 it can proceed. The 5 year plan will apply the Harwood approach and will require that key people (4?) be trained.

**FINE ARTS:** No report.

**POLICY:** Full revision underway, with Sections 7-8, 10-11 and 15 most recently tackled. Major updates required – no reference to Keene Link or vulnerable persons/unattended persons, for example.

**FRIENDS OF THE KEENE PUBLIC LIBRARY:** In addition to the beginning of the meeting involving the FKPL, the wording approval requested by the Policy committee was approved (use of shall vs will). The presentation at an earlier 100 Women session drew \$275 in contributions.

**HORATIO COLONY MUSEUM:** No report.

**CHESHIRE COUNTY LITERACY COALITION:** No report.

**DIRECTOR'S REPORT:** Marti asked that the Feb board meeting be bumped up a week to Feb 16<sup>th</sup> to accommodate the city budget process and submission deadlines. Staff in-service training day agenda outlined. Will include a SWOT (strength, weaknesses, opportunities and threats) exercise with our Long Range Planning Committee; a Circus Flow zoom program (learning under pressure); and an Implicit Bias session led by James McKim. The balance of the afternoon will be on independent projects or training. Curbside services to continue based on advice of city emergency mgmt. team. Approval for FKPL donations expected in 2021 is needed in January – proposed funds total \$59,300 for support of programs (\$18K), \$34,300 for collections, equipment, materials and service contracts and \$7K for museum passes. Invoices will be submitted to the FKPL treasurer and reported quarterly to the trustees. Three grants were presented for approval: Libraries Transforming Communities - \$3,000; Digital Promise, Maker Learning - \$5,000; and American Dream - \$5,000.

The motions related to above:

**Motion:** to continue curbside service until at least the next board meeting;

**Motion:** to accept the FKPL annual donation as noted;

**Motion:** to accept the three grants all passed unanimously in roll call votes.

The board extends special thanks to the Friends for their ongoing support and to Gail Zachariah for her mastery of the grant process.

**OLD BUSINESS:** Jane Pitts continues to hold contributed funds from board members for last year's staff lunch which was not held. With our permission, she will continue to do so until we can hold a similar gathering again.

**NEW BUSINESS:** Reminder that the Feb meeting will now be held Tues, Feb 16<sup>th</sup> at 5:00 pm.

A working committee dedicated to the goal of establishing a written Memo of Understanding between the board and the FKPL has been established. It consists of Jen A, Judy Putnam, Jane Pitts, Kathleen Kennedy Burke and Carl Jacobs who may not always be available due to a move. Sean Wiley of the staff will also join the conversations. Meetings expected to be held once a month.

Jen has asked the Finance and Policy Committees to work together on a full audit and review of our financial policies and legal authority. Ken will be stepping down as Finance chair but will remain on the committee.

The board should consider approaching the city about currently unfilled City Liaison position to the board, a position which Carl Jacobs previously held. Jen will talk to the mayor.

Meeting adjourned at 7:16 pm.

Respectfully Submitted,

Kathleen Kennedy Burke, Sec'y