

## Keene Public Library

### Board of Trustees meeting for February 16, 2021

**Present:** Library Director Marti Fiske, Trustees Jennifer Alexander, William Stroup, Kathleen Packard, Carl Jacobs, Charles Redfern, Judy Putnam, Paul Henkel, Yves Gakude, Kenneth Jue, Jane Pitts, Charles Prigge.

Remote meeting, accessible to the public, called to order at 5.07pm by Pres Alexander. Emergency order 12, RSA91-A statement read for remote zoom meeting during covid-19 state of emergency.

**Motion** to approve minutes for January meeting by Jen Alexander seconded Ken Jue. Amended minutes approved unanimously. Amendment to have a member of the Friends sit as a “liaison” on the Trustees board. Also amended to remove “?” on page 2. Motion to approve amendment by Ken Jue, seconded Judy Putnam. Approved as amended unanimously by roll call vote.

#### **Committee reports:**

**Finance:** The Finance committee met and had several motions and items for discussion. To start with, motion to accept gifts for this month made by Judy Putnam, seconded Ken Jue. Gifts include \$250 check from Jacob Lichtman fund; grant from ALA “small and rural libraries grant,” for facilitating community conversations; buying wifi hotspots; books and films, facilitators for \$3000. Note that gift acceptance will now need to be monthly instead of part of quarterly reported. Motion approved unanimously by roll call vote.

Regarding reinvestment of trustee funds too much of which is currently held in cash, motion to instruct Edward Jones to help us reinvest and redistribute our investments based on our own investment policy. Motion by Ken Jue, seconded Paul Henkel. Passed unanimously by roll call vote.

**Motion** to approve annual operating budget proposal going forward from the Director that has been reviewed by the Finance Committee. Discussion included the fact that programming has been supported through donations as opposed to ongoing standard budget, and the pandemic disruption of semiannual book sales has shown how tenuous such a system can be. Motion to move budget forward made by Ken Jue, seconded Carl Jacobs, passed unanimously by roll call vote.

The finance committee’s discussion about the annual budget also connected to numerous staffing issues. We have increased building size without increasing staffing; this situation has been shifted by the pandemic shutdown, which has also now kept the Library from maintaining a stable corps of volunteers. We need to think of adequate staffing and programming as structural needs, and this will mean ongoing closer looks at Library hours after re-opening.

**Buildings and Grounds committee:** Paul Henkel reported on talks with Craig Lindsay about lighting appraisal and proposal plan for Heberton Hall. We approved spending about a year ago. We’ll bring this back at the end of June. The committee also noted that analysis of Heberton Hall HVAC issues will continue this week.

Community outreach: no report.

**Long range planning committee:** Jen Alexander reported that committee has been meeting, and will work with staff on upcoming in-service day. For the March trustee meeting please submit committee reports in writing and plan for a possibly longer meeting.

**Motion** to approve up to 4k of strategic planning budget for Harwood training made by Jen Alexander seconded Judy Putnam. Judy pointed out we've set aside \$750 a year for 10 years, so we do have this money there. Passed unanimously by roll call vote.

**Fine arts:** Judy Putnam reported that framed rendering of architectural drawing for Masonic Building is now hanging in the lobby outside Heberton Hall. Sean Wiley made a graphic explaining what it is and we appreciate the work that went into it.

**Policy:** met Feb 2 to continue review of existing manual vis a vis website. Working on vulnerable person policy that will be part of the full proposal coming to the board. Finance section will be discussed in a joint meeting. Kathleen Packard is looking at other regional libraries on volunteer policies and screening procedures. More to come from this busy committee but no motions today.

**Friends of the KPL:** Kathleen Kennedy Burke shared a report from the last meeting of the Friends about maintaining communication: as she serves in the role of liaison from the Trustees, so too should the Friends have a liaison to attend regular Trustee meetings. This plan is moving forward, as is a working group to create a memo of understanding based on requirements for financial disclosure and transparency in the Library's use of different funding sources.

**Horatio Colony Museum:** no report

**County Literacy:** no report

**Director's report:** Director Marti Fiske provided a Covid update as it pertains to decisions on reopening the building to the public, based on last summer's protocols, once certain guideposts are reached. Emergency management team of the City has CDC guidelines in mind that are studied weekly. Based on this, much discussion ensued, and motions made and rescinded, about reopening guidelines and flexibility, how much preparation time staff needs to schedule reopening, public communications, and more.

**Motion** finally agreed on: to reopen the Library on March 15<sup>th</sup> in provisional socially-distanced practices as used during the summer IF Cheshire County is under 5% positivity rate based on CDC guidelines, to be determined by the Emergency Management team during the week ending March 12<sup>th</sup>. This motion was made by Jennifer Alexander, seconded by Charles Redfern, passed unanimously by roll call vote.

Adjourned at 7.15pm

Submitted by William Stroup, Vice-President, acting as Secretary