

DRAFT MINUTES Keene Public Library Board of Trustees Meeting – June 22, 2021 -5:00 pm Miller Vincent Room

The board met in person for the first time since January, 2020.

Present were: Bill Stroup, Paul Henkel, Judy Putnam, Chuck Prigge, Chuck Redfern, Yves Gakunde, Carl Jacobs, Kathleen Kennedy Burke, Jane Pitts, Council Liaison Bobby Williams, Friends' Liaison LouAnne Beauregard and Library Director Marti Fiske. Attending remotely via Zoom was Kathleen Packard.

Unable to attend: Jen Alexander and Ken Jue.

Bill called the meeting to order at 5:02, sitting in for President Alexander.

Motion to accept May minutes made by Bill, seconded by Chuck R and passed unanimously.

#### FINANCE:

Judy asked the board to approve one gift: \$75 from Todd Neimi in memory of Rosemary Kasper. Motion made by Yves, seconded by Carl, passed unanimously.

The Trustee Budget for 2021-22 was presented with Judy's explanations. Showing income and outgo at 301,884.66, it is higher than normal because of the funds being repaid to the city related to renovation project (\$185k). Income/Donation of \$50k is projected from the Friends but will not appear in lump sum.

A motion to accept the budget as presented was made by Chuck Redfern and seconded by Yves and passed unanimously.

It was decided by the committee that purchasing a new computer for the treasurer's use was better than buying a rehabbed unit from the city. The new "P" card system is underway. Concerns were expressed about possible donations received between June 22<sup>nd</sup> and July 1<sup>st</sup> and the board's ability to vote on and approve (since there is no July meeting) but ultimately it was decided we could wait until August.

#### BUILDINGS & GROUNDS:

The warming oven for Heberton has been ordered and will arrive in 4-6 weeks. Likewise, the stage lighting has been ordered. A lilac will be planted on the edge of the property near where the smokers used to congregate. Kathleen Kennedy Burke will attend the next BG meeting to discuss placement of the Sally Miller memorial bulbs, due to be planted this fall.

COMMUNITY OUTREACH: No report

LONG RANGE PLANNING: No report. Full report of 1 year plan/SWOT Analysis will be put up on website shortly.

FINE ARTS: No report.

POLICY: Committee has had number of meetings as they continue to update the policy manual. Recent focus specifically Non-Monetary and Financial Policies. Ad Hoc Comm has met 6-8 times and worked extensively with the city attorney to come into RSA Compliance. A motion to Approve Financial Sections: including Annual Budget for the City of Keene, Funds Held by the Trustees of the Keene Public Library,

Funds Held by the Trustees of the Trust Funds for the City of Keene, Bonding of Trustees, Access to Safe Deposit Box, Check Signing Authority, Travel Reimbursement, Purchasing Cards, Monetary Gifts and Investment Policy was made by Chuck Redfern, seconded by Judy, and passed unanimously.

The trustees expressed their appreciation and recognition to the amount of work invested by all members of the committee over the past six months to get this done – it has been a huge undertaking.

Also the Notary Services Policy was updated to account for changes in the RSA and clarify notary duties. A motion to accept the revised Notary proposal was made by Carl , seconded by Chuck P, and passed unanimously.

FRIENDS OF THE KEENE PUBLIC LIBRARY: Kathleen Kennedy Burke reported that the Friends held their annual meeting on June 9<sup>th</sup>, 2021 electronically. Confirmed officers for the new year include: Jan Manwaring, President and Marilyn Gemmell, Treasurer. Open positions are: VP, Secretary, and Assistant Treasurer. At large directors include: Jill Cielenski, LouAnne Beauregard, Paul Ledell, Dave Meder and Sally Rinehart. Stepping down this year are significant contributors and long term board members Kathleen Chertok, Mike Cheltowski and Michelle Fuller and more recently, Jen English. Gaming results in the form of a charitable contribution tied to percent of sales from the local Wonder Casino dates for the Friends are not yet available ( dates were May 28-June 6<sup>th</sup>) . The Memo of Understanding committee will resume in the fall. Work on the book sale, involving the cleanup of downstairs storage space, book bin opening, sorting and pricing, are underway with the effort being spearheaded by book sale chair LouAnne Beauregard. Sale will be held October 15-17, 2021 in Heberton and likely scaled down a bit. Annual report will be folded into Trustee Annual report for our August meeting.

HORATIO COLONY MUSEUM: Outdoor games will be featured on the property Thursday, August 20<sup>th</sup>. New director settling in.

DIRECTOR'S REPORT: The library has applied for a first round grant of \$5,260 from the American Recovery Plan Act with which it will purchase outdoor theatre equipment to use particularly to transition from Covid for outdoor youth and other programs and then for outreach. Research for another application due in the fall is underway. The library was a pop-up vaccination site on June 7-8 and 15 shots were administered. A conditional offer of employment has been accepted for the Assistant Director Librarian III position. Background check pending.

OLD BUSINESS: The proposal to revise the hours KPL is open was presented last month and put on more time. There were two plans to review – the “full” and a compromise.

Among the issues raised in a lengthy discussion about this, were the proper staffing of the atrium once it re-opens post-pandemic, the return of less than 25% of volunteers hours to greet/direct the public pre-pandemic, the consistency of opening hours, the expansion of Saturday hours, current usage and statistics, trends at other NH/MA city libraries, ability of staff to meet when facility not open, ability to spend time on built up projects not tended to during construction and pandemic and the results of our own recent SWAT analysis. Staff morale and turnover were also discussed. Concerns about all of these issues and the hesitancy to cut hours under any circumstances weighted the debate.

A motion to accept the compromise proposal of Monday 9 a.m. – 6 p.m., Tuesday, Wednesday, Thursday 9 a.m. – 6 p.m., Friday 9 a.m. – 6 p.m., Saturday 10 a.m.- 3 p.m. for 56 hours per week year round was proposed by Paul, seconded by Chuck R. Paul amended the motion to allow the Library to

open at 10 a.m. one day per week for staff meetings, seconded by Chuck R., and in a roll call vote , did not carry.

Carl moved to accept Library supervisors' recommendation of Monday 10 a.m. – 6 p.m., Tuesday, Wednesday, Thursday 10 a.m. -8 p.m. , Friday 10 a.m. -6 p.m., Saturday 10 a.m. – 3 p.m. for 51 hours a week year round. Chuck Prigge seconded and in a roll call vote, the motion carried ( 9 in favor, 1 abstention.)

NEW BUSINESS: Carl moved that the board accept the official city budget, seconded by Judy, passed unanimously.

Looking ahead to new year, it has been proposed that rather than have one trustee attend all Friends' Meetings as a liaison, that the role be a rotating one with each of the 12 trustees attending approximately one meeting a year. As of their next meeting in September, the Friends will be meeting on the third Wed of the month at 6 p.m. Marti will send a Doodle Poll for sign up. Discussion to continue at annual meeting.

The meeting was adjourned at 7:35 pm.

Respectfully submitted, Kathleen Kennedy Burke, Secretary