

## Keene Public Library

### Building and Grounds Committee

#### Meeting held January 14, 2022 at 1:00 PM (DRAFT)

Members present: Library Director Marti Fiske, Assistant Director Susan Bloom, Paul Henkel, Carl Jacobs, Scott Martin, Kathleen Packard and Sally Rinehart

**Project Review and Planning** A proposal was made to relocate the Director's office and to use the present office for the Assistant Director. Members of the committee toured five meeting rooms during its November meeting, as well as the area behind the circulation desk and the third floor office area. It was noted the third floor office area is too remote and Andrew Bohannon said modification to have a private office would introduce HVAC issues which would be very difficult to resolve.

Marti was asked which room would be most effective for her. Marti said she feels the Green Room would be best. She noted that she is interrupted too much simply because she is close by to the Circulation Desk. Questions arise about wearing masks and other issues, and those are referred to a supervisor. When the supervisor of the circulation desk is away from the area, especially after 3 PM when she goes home, those questions are referred to Marti. With the proposed placement of Susan Bloom in Marti's present office, the questions will be properly routed to Susan.

Other meeting rooms were also discussed. Marti said the Henkel Room might be her second choice. It was noted that the Henkel Room has effectively been used as a "drop in" room that the public can use without any reservation. It has been popular for the public to use. It is closest to the Circulation Desk so it is easiest for them to arrange and effectively supervise.

#### **Budget Planning**

**Maintenance:**

**Parking –**

**Landscaping -**

**Old Business -**

**New Business** - Susan reported that an IT person from the City was consulted regarding radio interference audio problems experienced in Heberton Hall and Cohen Hall. Paul said he would email info about addressing radio interference in the past (by adding a fethead preamp to the microphone connection in the southeast corner of each hall).

We discussed the opportunity to make the assisted hearing devices donated by Keene Lions Club more apparent and always readily available. Options of a cabinet or a cart were mentioned.

Susan is looking into obtaining additional wireless mics. Possibly a grant could pay for them.

A demo of the new stage lighting may be provided for the Trustees in February or March.

Paul Henkel, Chair  
January 18, 2021