

Keene Public Library
Trustees Meeting
October 24, 2023 APPROVED
Miller Vincent Room 5:00 PM

Present: Trustees Bill Stroup, Paul Henkel, Pam Russell-Slack, Don Caruso, Yves Gakunde, Kathleen Packard, Jane Pitts, and Kathleen Baer. Marti Fiske, Library Director; Susan Bloom Assistant Director; Bobby Williams, City Council Liaison; Jay Fee, Library Staff

Absent: Trustees Ritu Budakoti, Judith Putnam and Justin Somma.

Bill Stroup opened the meeting at 5:00 PM

It was moved (Pam Slack) and seconded (Yves Gakunde) to approve the minutes of September 26, 2023 as presented.

FINANCE COMMITTEE: Jane reviewed the first quarter finance report. She noted Alan Stroshine was invited to the January meeting. Gifts were received as follows:

1) \$999.81 as a grant reimbursement from the Space Science Institute for the Moon & Mars exhibit.

2) \$1000.00 from the estate of the late Jeanne Parsons. Jeanne was an active community volunteer on the Red Cross emergency disaster relief team and asked in her obituary that donations be made to the Keene Public Library in lieu of flowers.

It was moved (Pam Slack) and seconded (Yves Gakunde) to accept the gifts. The donations were unanimously accepted. It was moved (Pam Slack) and seconded (Don Caruso) to accept the Quarterly Report. The report was unanimously accepted.

BUILDINGS AND GROUNDS COMMITTEE: No report

COMMUNITY OUTREACH: No Report

LONG RANGE PLANNING: No report.

FINE ARTS COMMITTEE: Next Meeting November 1st.

POLICY COMMITTEE: Marti noted the Library of Things policy has been reviewed by the City Attorney. Kathleen presented the proposed Library of Things, Garden Tools, and Outdoor Gear Library Collections policy. The following sentence was added to the Policy within the first full paragraph of page three: "Overdue items are billed at replacement cost when they are one month overdue."

Kathleen mentioned the policy includes a \$5 per day per item late fee. She suggested the Trustees might wish to discuss a cap on the late fees. A maximum of 3 items can be borrowed by one person. Paul suggested considering a \$50 cap on the late fee for the three items. He said some of the borrowers might well be modest income individuals, and they potentially

could find the overdue fee to be a burden. Susan noted that collection of the overdue fee is discretionary for the staff.

Bill said the subject of the late fees for books and any item is under current discussion, so we should have that discussion later. He moved approval of the policy.” The motion was seconded (Pam) and passed with Don abstaining.

The Library of Things, Garden Tools and Outdoor Gear Library Terms of Use and Release of Liability was considered. The following sentences were placed in bold print in the waiver:

“I am responsible for a late fee of \$5 per day per Item for every day the Library is open until the Item is returned. I will be barred from borrowing other Items if I have \$10 or more in late or damage fees until my account is paid in full.”

Acceptance of the waiver was moved and seconded and was accepted as written. Don abstained.

It was noted that the items within the Library of Things which were donated by Cheshire County Conservation Commission, including tools and outdoor recreation equipment, are available to all residents of Cheshire County, not just Keene residents. A “Cheshire County Library Card” will be issued for this purpose.

FRIENDS OF KPL: Marti noted the book sale was successful. There were fewer book sellers.

DIRECTOR’S REPORT: Susan Bloom has been accepted into Leadership Monadnock. She will attend monthly day-long sessions from October 11 through June.

Software: The Library’s room reservation/program calendar will no longer be supported as of August 2024. Susan and Jay are searching for new software that will meet our needs AND improve our systems, hopefully including management of our Library of Things collections.

Regional law library: NH Law Library is setting up regional law libraries for public use. KPL will become the library for the southwest region. We will be provided with a laptop which will be located in the reference area. It is a yearly agreement that can end by either party. The print materials and laptop will revert to the NH Law Library if the agreement ends. There is an MOU to be reviewed and executed by the City Manager.

The City Manager has approved converting the full-time Librarian I – Programs position that was opened with the current fiscal year budget to Librarian II- Youth and Community Services. Amy Kraemer, Librarian I QPT is being promoted into the position.

Jay Fee told us his background and some of what he is working on. He has impressive experience. He is working on increasing computers available to the public, locating and putting

into use improved software, adult programming, making circulation data more immediately available and other items.

OLD BUSINESS: Bill noted an opportunity to celebrate our 125th year as a public library.

NEW BUSINESS: Jane said there will be a financial review at noon on Thursday November 9th. All Trustees are welcome to attend. However Trustees must make their intentions known because a quorum can only attend if appropriate public notice is posted.

The meeting was adjourned at approximately 6:15 PM

Paul Henkel, Temporary Secretary