

Keene Public Library  
Trustee Meeting Minutes  
Tuesday, May 28, 2024

Present: Trustees Bill Stroup, Jane Pits, Paul Henkel, Kathleen Packard, Don Caruso, Hollie Seiler, Judy Putnam, Justin Somma, Katherine Baer, Yves Gakunde (Absent: Trustees; Pam Russell-Slack, Ritu Budako and Bobby Williams, City Council Liaison)  
Also Present: Marti Fiske, Library Director; Susan Bloom, Assistant Library Director

Bill Stroup called meeting to order at 5:01

New Business: Nominate Katherine Baer as Secretary. Motion from Bill Stroup, 2nd Yves – all approved

April Meeting minute approval: Motion to accept - Jane, 2<sup>nd</sup> Don – all approved

#### Finance

2 donations were presented for acceptance by the Board:

\$50 Diane & Steven Bacon in honor Roupén Baker

\$50 Rotary bookshelf Program by Peter Hansel. Judy - Motion to accept, Paul 2nd, All approved

#### Treasurer Report –

\$4500 DEI software bought last July – will be attributed to Faulkner Fund. Bill Faulkner was a great champion of collection development. Will appear in annual report, Judy will write up note to Family. \$3800 left in Faulkner gift. No motion needed.

#### Proposed Trustee budget 2024-2025 highlights –

##### Income:

Two Income line items were relabeled for clarification: “Cash on Hand” and “Income from the Restricted Account”.

Total Income increase of \$18,300 in anticipation of the soundproofing project expense.

So adding more to Cash on Hand, Income from the Restricted Account and Unanticipated Income line items.

##### Expenses:

Buildings & Grounds Committee budget increase to cover Soundproofing project

NH Library Trustee Association increase to cover full memberships & conference attendance.

Other Trustee Project increased due to better investment income & increased unrestricted gifts.

Possible future projects include website revamp and more staff professional development.

Director’s Discretionary Account increased by \$1,000

\$53,500 – approximate 2024-2025 Trustee budget

The Board was asked to review the proposed Budget over the next month. A vote to approve the Budget will be taken at the June 25th meeting.

Building & Grounds: future meetings June 14 & Aug 16<sup>th</sup> 10 am

Sound project is priority. Just received Consultant report. Did not include costs. Will need to go through city bid process. Will discuss at next meeting after reviewing Consultant Report.

Community Outreach: no meeting

Directors' report brought up Community issue involving library summer meal program. KPL has historically been providing ~2000 summer meals to children and their families. NH Food bank could not provide funding because no one could find a kitchen in area to produce food. See Directors' report for more details.

Options under discussion; once a week brunch, yogurt, bagel. KPL is in talks with stakeholders about what they can provide; including Community Kitchen, Feeding Tiny Tummys. Looking at June 24 start.

Possibly use Director's discretionary fund, Trustee funds may only be used for library purposes, so need to check if library funds can be used for this. Local area restaurants unable to help.

Long Range Planning: no meeting

Fine Arts – no meeting

Policy –mobile hotspot policy review, 10-11 hotspots during COVID, lost 1/3. Now have 8-10. \$20 replacement cost. 7 same people constantly checking out hotspots. Changes Allows KPL to put Hot Spots in library of things and allow for reservations. This will limit number of checkouts. They are now treated like a book. For Nonreturns - no longer will be able to borrow. Kathleen - motion to approve updates, June 2<sup>nd</sup>. Will review next year. All approved.

Friends – Judy pop up book sale in June 22<sup>nd</sup> in lobby, kids & YA, swamp bat players will appear, \$16,000 gross from last book sale

Horatio – no meeting

Cheshire Literacy – no meeting

Director's Report

- Car pool to trustee conf
- Facilities & city manager agreed to janitorial service for events, will bring up cleaning fee discussion. Using Heberton Fund
- Student projects (3) – Keene State Exhibit from architecture classes
- Budget Presentation - no cuts or changes, next step City Council June 6<sup>th</sup> for public hearing, vote June 20<sup>th</sup>.
- Staff Update: Community Relations Specialist Katelyn McStravick – current part-time, will go full-time.

Old Business: Old Business: Jane inquired if there were any updates concerning the unwinding of tax credit structure that the Trustees should be aware of. Marti will ask Cody at Monadnock Economic Development Corporation for status update.

Next meeting: June 25th

