

Keene Public Library  
Trustee Meeting Minutes  
Tuesday, Nov 19, 2024

Present: Trustees Bill Stroup, Jane Pitts, Paul Henkel, Kathleen Packard, Don Caruso, Judy Putnam, Justin Somma, Katherine Baer, Karthik Gowda, Sam Temple. (Absent Hollie Seiler)

Also Present: Marti Fiske, Library Director; Susan Bloom, Assistant Library Director, City Councilperson, Bobby Williams

Attending for City Attorney presentation: Dita Englund, co-chair renovation fundraising committee, City Attorney Tom Mullins, Former KPL Director Nancy Vincent and former trustee Sally Miller – they all left after Tom's presentation

Bill called meeting to order at 5:00 – Meeting began with introductions

City Attorney Presentation:

City Attorney Tom Mullins gave an update on the winding down of the KPL renovation project tax credit program. In 2017, the KPL Trustees, Friends and the City joined together to get funds for the KPL expansion from the New Market Tax Credit Program. This is a Federal Tax program to incentivize development. The Tax credits handed out in the program had to be in place for seven years. After seven years, the City will repurchase the library campus. The program ends in December 2024. At that time, the City will tender a repurchase letter and have 3 months from the tender date to complete repurchase. No monies should be owed due to previous loans. Bill asked if they needed anything from the Board. Tom replied that there is nothing right now but the City does not know what the transaction costs will be so that may come up.

Judy commented that the City was outstanding during the entire process, very supportive and did a lot of the heavy lifting, especially with money issues.

October Minutes Approval:

Bill asked for October Minutes Approval: Justin put forward the Motion to approve and Pam seconded. It was unanimously approved.

Committee Reports:

Finance – no report from chair, committee did not meet.

Treasurers Report – Jane gave an overview of the donations listed below:

Donations in memory of Marie Kaufer:

\$100 from Kathleen Schloeder

\$20 from Salvatore and Mary Scialla

Donation from the Rotary Bookshelf:

\$50 from Thomas Ewing

Donation towards the principal of the Florence Lipsky Restricted Book Fund:

\$25 from Aaron Lipsky

Other Donations to the Library:

\$50 from Megan Smith

\$100 from Peter Espieffs

Jane asked for Motion to accept the donations.

Pam put forward Motion to accept and Paul seconded. It was unanimously approved.

Bill commented that he attended the meeting about winding up with City Attorney and others and would have found it helpful to have a Finance committee member present to help with questions. Jane said she will be attending the next meeting.

Building & Grounds – The acoustic improvement project RFP draft has been completed except for the technical section, which is the next step. Once it is completed it will next be sent to the City to be submitted for bids.

There have been unexplained electrical surges on the annex side of the library and the latest surge was on Sunday the 17<sup>th</sup>. This surge appeared to have burned out portions of the HVAC system, some Heberton lighting and the door counting hub. It is under investigation.

Community Outreach – Katherine volunteered for the Halloween event at KPL. She and Karthik met briefly with Amy at the event and decided to keep each other abreast of outreach opportunities. Kathleen mentioned an event at the High School and Marti responded that KPL is hosting an anti-bullying event on Nov 21<sup>st</sup>.

Long Range Planning: no report

Fine Arts – no report

Policy –Kathleen gave the Board a maker space policy update. The policy went to the city attorney, who responded with comments. The committee will review comments on next meeting on Dec 10<sup>th</sup> and report at the next meeting.

Friends – no report

Horatio – no report

Cheshire Literacy – no report

Director’s Report –

Summer lunch program donations refunds: Marti reported that the Rotary has responded and is asking KPL to donate their grant of \$1,000 to the United Ways Monadnock Food Pantry Collective. Marti has yet to hear from the others. Judy asked to make sure monies are identified correctly and Jane suggested using “unused grant” and asked for any documentation from Marti.

Staff gathering – Marti described the recent after-hours staff gathering including their “bring a book” game. Fifteen staff members attended.

Maker space – An updated job description has sent to city manager/HR that includes a pay raise. Two volunteers are interested in the positions so Marti is hoping they will be filled by mid-December. This will help relieve some of the pressure on staff to fill-in and reopen the maker space to previous hours.

Holiday tea – Marti invited the Board to the upcoming Holiday Tea. It will have a Regency theme including a lecture. The Tea will be held on Dec 7<sup>th</sup> from 1 to 3.

Marti filled the Board in on a new Keene State intern who will be working for tech services. Marti expects to be able to train them on the Circulation desk, again relieving some of the pressure resulting from staff shortages.

Marti explained that the Budget/Debt reduction plan involving staff hours seems to be working to date. Winter illnesses could make that a challenge.

Old business – Bill reminded the Board that the next meeting will be Dec 17<sup>th</sup>. He asked that we bring treats for a seasonal gathering.

New business – n/a

Meeting Adjourned: 5:44 pm

Minutes by: Katherine Baer, Secretary.