

Keene Public Library
Trustee Meeting Minutes
Tuesday, May 27, 2025

Present: Trustees: Paul Henkel, Judy Putnam, Sam Temple, Bill Stroup, Justin Somma, Katherine Baer, Karthik Gowda, Jane Pitts, Kathleen Packard, Dan Caruso
Visitors: Marti Fiske, Library Director, Susan Bloom, Assistant Library Director

The meeting was called to order by President Bill Stroup at 5:02.

Minutes: Judy made a Motion to approve the minutes from Apr 22, 2025 and it was seconded by Justin. The minutes were approved unanimously.

Committee Reports:

Finance Committee:

Treasurer's Report – Jane went over the draft budget proposal for FY25-26. Jane has asked the Board to review over the next month and we will have vote for final approval at the June meeting.

Expenses Overview:

- Buildings & Grounds (B&G)– there is enough in the Heberton Fund to pay for the Cohen Hall acoustic project. The funds in the line item for B&G are for future lighting project and ongoing building maintenance.
- Increase in Maintenance reserve to build amount back up; current funding as gone refurbishment of the Thomas clock and furniture replacement.
- Increase in Friends p-card amount due to more museum passes.

Income Overview:

- FY2024-25 has been very good in terms of dividends and donations.

Donations: Jane moved to accept the following donations and Judy seconded. The Motion was approved unanimously.

\$173 from Suzanne Whittemore on behalf of attendees that held a group program at the library.

In memory of Eleanor Blake:

- \$75 from Roger and Susan Noel
- \$50 from Roberta Caswell
- \$25 from Cheshire County Retired Educators c/o: Catherine Gilbert
- \$25 from Margaret Green
- \$10 from Elizabeth Whitehouse and Kimberly Mark

Judy reported that Bobby Williams came to the recent finance committee meeting. He would like to use funds from Keene City's Conservation Commission to purchase tools that would be used for their ongoing invasive species eradication project. Bobby would like these tools to be housed with KPL and be available for loan through the Library of Things.

Building & Grounds:

Paul reported that B&G met with the Fine Arts Committee to choose the fabric to be used on the acoustic panels in Cohen Hall. After reviewing samples, they determined that white would be the

best option. Panels will be built on site to ensure that they will fit. Wall panels and ceiling foam will reduce the room's echo.

Bill asked about the Heberton Fund appropriation. The Project budget of \$36,000 falls well within Heberton Fund defined usage, but must be approved by The Friends, the Trustee Board and the City Manager. Friends approved \$40,000 at their recent meeting. Bill made a motion to approve the amount of \$40,000 for the Cohen Hall project and Kathleen seconded. The Motion was approved unanimously.

Community Outreach: Katherine reported that the Earth Day event was cancelled due to weather. The next outside event is a Juneteenth celebration.

Long Range Planning: no report

Fine Arts: Judy reported that the David Wiesner print has been framed.

Policy: Kathleen reported that they have reviewed the personnel policy and it has gone to the City Attorney for review. Their next meeting is June 10th. Emergency procedures are also under review.

Friends: Judy reported that the Friends had their portfolio review from investment advisor and everything is steady. They approved 40k from the Heberton fund for the Cohen Hall Acoustic project. They made \$16,426 from the April book sale, which is a record.

Horatio Colony: no report

Cheshire Literacy: no report

Director's Report: Marti went over the new Search & Seizure of a Public Member policy.

If asked, KPL staff will not disclose whether someone is in the building. The staff often doesn't know if someone is on site. The standard operating procedure is to direct them to look through the public areas of KPL.

If someone is to be seized, the Librarian in charge and Keene Police Dispatch will be notified. Staff will not actively get involved, but observe, look for badge or markings; e.g. ICE. If no badge or markings are apparent, staff will ask for identification at a safe distance. KPL staff will not record on phone. There is camera coverage of all exits.

Marti also reminded the Board about the June 5th public hearing on the budget (7pm). On June 19th the City Council will make final vote.

Old Business: Bill reminded the Board that the June meeting will be used to verify updated committee membership, member terms and what is needed for the Annual report. There will be no meeting in July. Pam and Hollie's terms are up.

New Business: n/a

Meeting Adjourned: 6:10pm.

Meeting Minutes by:
Katherine Baer, Secretary