

# Keene Public Library

## Trustee Meeting

### Minutes

Date: 1/27/2026

**Board Present:** Bill Stroup, Paul Henkel, Judy Putnam, Jane Pitts, Kathleen Packard, Pam Russell Slack, Karthik Gowda, Donald Caruso, Hollie Seiler, Justin Somma, Jennifer Friedman

**Staff Present:** Marti Fiske, Library Director; Susan Bloom, Assistant Library Director

**Guests:** Sheryl Hammil, Library Aide

**The meeting was called to order by President Bill Stroup at 5:04**

**Approval of minutes:** Justin made a motion to accept December minutes. The motion was seconded by Pam. **The Board unanimously approved the December minutes as written.**

**Guest introduction:** Sheryl joined the January meeting to talk about her work at the circulation desk.

### Committee Reports:

- **Finance**
  - General Finance business
    - The new audit procedure from the City commenced and went smoothly
    - The committee also shared findings from our portfolio review that was conducted during the last Finance committee meeting:
      - Judy moved to make the following changes to our investment account based on the counsel of our advisor: Reduce large capitol equities to 55% and increase international investments to 20% (a movement of \$37k). The motion was seconded by Pam. **The Board unanimously agreed to make these changes to our investment account**
      - Judy also moved to begin reinvesting our capital gains and dividends into our investment account. The motion was seconded by Pam. **The Board unanimously agreed to make these additional changes to our investment account**
    - The Finance Committee plans to circle back with our advisor in 6 months
    - The Board anticipates an unrestricted estate distribution from the Harry Lichman Trust at the end of 2026, beginning of 2027
  - Treasurer's report
    - Judy made a motion to accept the treasurer's report. The motion was seconded by Pam. **The Board unanimously agreed to accept the Treasurer's report**
  - January donations
    - \$100.00 from Alex and Coleen Kossakoski (unrestricted)
    - \$100.00 from Peter Espiefs (unrestricted)
    - \$25.00 from Maria and Jeffrey Dahlman (unrestricted)

- \$250.00 from the Jacob Lichman Memorial Trust (Restricted to the purchase of Outstanding works in history, political science, music, religion, or race relations.)
- \$500.00 from Thomas P. Wright Fund, c/o NHCF (Restricted to support for the Wright Room)
- \$100 from Penelope Shanks (unrestricted)
- Kathleen made a motion to accept all donations, Jennifer seconded. **The Board unanimously agreed to accept all donations**

▪ **Building and Grounds**

- The trim on and above a window in the study room needs some work. The City has been notified
- The architect charged with our lighting project will be attending the next Buildings and Grounds committee
- The Library lost heat on January 26 due to a failed gasket and the boilers needed to be reset. Staff is aware of one other leak where the fire alarm systems are. The furnace system also failed again today, January 27. The City is aware, and working with the Library to address the issues the building faces when there is significant snowfall and significant drops in temperature

▪ **Community Outreach** (Did not meet)

▪ **Long Range Planning Committees** (Did not meet)

▪ **Fine Arts**

- Justin will join the Fine Arts Committee
- The Fine Arts Committee meets the first Wednesday of every month at 3 p.m.
- Amy Kraemer is looking into various display boards for the library

▪ **Policy**

- As a housekeeping item, and because the Trustee By-Laws were difficult to locate on the website, they have been reformatted and filed alphabetically with the other Library policies
- Bill made a motion to remove the following section from our By-Laws: *“A Keene Library Annex Advisory Committee (KLAAC) whose duties shall be the development of a Library vision, including programming, which would happen in both buildings; the development of a plan for the physical structure of the Annex; and the development of a plan for funding the project.”* The motion was seconded by Justin. **The Board unanimously agreed to strike this paragraph from the Trustee By-Laws**

▪ **Friends of the Keene Public Library**

- The Friends are currently looking at ways to improve the way they manage the book sale and dividing necessary tasks more equitably
- The Friends are also looking for a new representative to oversee the Heberton Trust

▪ **Horatio Colony Museum** (Did not meet)

▪ **Cheshire Literacy Coalition**

- The Literacy Coalition will meet on January 28 to discuss public relations, outreach and finance. They remain committed to their continuing education program.

**Director's Report:**

- The Caterpillar Lab filled out two Non-Monetary Gift Agreements for equipment to be added to the Library of Things. One digital microscope and one TV monitor. Paul moved to accept the donations and Justin seconded the motion. **The Board unanimously agreed to accept the additions into the Library of Things**
- We are having issues with the large clock on the first floor, as it runs 15 minutes fast. It is from before 1899. Marti has reached out to the British Clockmaker, and they have quoted us around \$250 for a diagnosis. Judy made a motion to spend the funds and Paul seconded the motion. **The Board unanimously agreed to spend the necessary funds on diagnosing the clock**
- There are a few upcoming opportunities for the Library to attend City Council meetings in support of the Library's Capital Improvement Projects (CIP). There is a special Finance, Organization, and Personnel Committee (FOP) meeting on March 10 at 5:30pm and a public hearing on March 19 at 6:30 pm. Bill will select a representative from the Board to speak about the importance of our roof repair and lighting project.
- The Board discussed the opportunity to go fine-free next year
- The creation of a Volunteer Services position was shared with the Board

**Old Business:** (No old business)

**New Business:**

- Jennifer Friedman offered to join any Trustee committee that needs an additional representative

**Possible Executive Session:** (No session)

**Meeting Adjourned:** 6:34

**Meeting Minutes by:**

Hollie Seiler, Secretary