

**KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING
Tuesday, June 23, 2026 at 5:00 PM
Miller-Vincent Room**

AGENDA

1. Call to order
2. Approval of the Minutes of the **May** meeting
3. Committee and Liaison Reports
 - a. Finance
 - Treasurer's report
 - Vote to accept donations
 - b. Building and Grounds
 - c. Community Outreach
 - d. Long Range Planning Committees
 - e. Fine Arts
 - f. Policy
 - g. Friends of the Keene Public Library
 - i. Horatio Colony Museum
 - j. Cheshire Literacy Coalition
4. Director's Report
5. Old Business
6. New Business
7. Possible Executive Session

***Note : Please call or email if you cannot attend this meeting.
mfiske@keeneh.gov or 352-0157***

Keene Public Library Trustee Meeting Minutes

May 26, 2026

Board Present: Bill Stroup, Paul Henkel, Jane Pitts, Kathleen Packard, Donald Caruso, Justin Somma, Jennifer Friedman, Sam Temple, Susan Mathews

Board Joining Remotely: Karthik Gowda

Staff Present: Marti Fiske, Library Director; Jay Fee, Library Systems Administrator

Guests: Andy Bohannon, Michael Petrovick, Ashley Marino

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

APPROVAL OF MINUTES: Jennifer Friedman made a motion to accept the April minutes. The motion was seconded by Don Gorman. The Board unanimously approved the April minutes as written.

REVIEW OF KPL LIGHTING PROJECT

Michael Petrovick advised that today's presentation is a repeat of the initial presentation but modified to reflect updated costs.

Andy Bohannon advised that he will distribute copies of the presentation to Trustees on May 27th.

Michael Petrovick reiterated the project basics, adding that Hamblet Electrical walked the project site and advised on concrete pricing based on having firsthand review. He reviewed the fixtures that his team and the Hamblet team selected for the project. He reviewed the total scope of work and how his team split the work into "phases". Phase one, which represents the "stacks" would cost \$130,000; phase 2, representing the upstairs rooms and reading rooms, would cost \$90,000; and phase 3, representing the lobby, would cost \$50,000. The 5% contingency fees and design fees (\$25,000) would be in addition to that. The city would also require bonding insurance (1.5% of project cost). There would be the possibility of recouping a portion of the cost through Eversource grants,

NHSaves, and other grant opportunities. He advised that cost increases are averaging 5-10% and advises that waiting will likely not bring down cost.

Andy Bohannon brought us up to speed the city's perspective. He noted that the project size has increased from the initial scope and that the city was using estimated numbers that don't accurately reflect the current cost of the project. The city used \$150,000 as the initial cost estimate. The city would cover the \$25,000 design cost and \$87,500 of the project cost.

Michael Petrovick advised that if we seek to economize by breaking up the project, each phase could effectively be its own project, which would spread the cost. He clarified that the city perceived the stacks phase of the project as the most essential phase of the project.

Sam Temple asked if it would be possible to split up the project and ask the city separately for each job. Andy Bohannon replied that the city can revisit if the project is broken up and said that there would need to be some follow up with the city council to review. Marti Fiske advised that in her opinion the phase 2 portion of the project is the most urgent need. Paul Henkel reported that part of the lobby phase of the project would include acoustic modifications that would solve auditory issues in the lobby as well. Andy Bohannon informed the group that the acoustic "cloud" fixture would need to be quoted separately as it may be more expensive.

Susan Mathews advised that the Friends of KPL felt they could contribute \$80,000 to this project.

Kathleen Packard expressed concern about the level of the request that this project entails and is not comfortable with that large an ask of the Friends of KPL. Jane Pitts feels like we are in striking distance of being able to afford phases 1 and 2 with funds available to the trustees, if the ratio of funding between the city and the Trustees is held stable, with phase 3 funded by all three groups. The group discussed the structure of fees and the bidding process, and the uncertainty around what the final cost of the project will actually be.

Andy Bohannon suggested that, knowing the project needs to happen, and since the city has funding set aside based on the initial bid specifications, it can at least put the project out to bid, knowing that we can reject all bids if the amount is not acceptable. We will not know the "real" cost until the bids come back. We can request bids for the three phases separately. Rebates from Eversource and other entities typically total a miniscule amount.

Paul Henkel advised against changing the phase prior, because the largest impact to users will come from improving the stacks, and that it will be a challenge to have to go back to city council to change the priority.

The group discussed the logistics of moving this ahead and what the motion needs to be.

Motion was made by Bill Stroup, seconded by Jennifer Mathews, to have the city move ahead with the bidding process. The motion passed unanimously by roll call vote.

FINANCE COMMITTEE

Jane Pitts introduced one donation for approval by the Trustees. \$60 from Leonard and Frances Himmelberg for the purchase of a specific text. Motion by Jennifer Mathews, seconded by Don Gorman, passed unanimously by roll call vote.

Jane Pitts introduced the Trustees to a draft proposal for the budget to be reviewed today for a vote at June's meeting.

Notes on year-over-year deviations in Expenses

- Building and Grounds Committee decrease reflects the removal of the lighting project from the B&G Committee budget.
- Fine Arts Committee features an increase in their budget; this is due to expenses related to a project to purchase items for hanging new art.
- Other Trustee Projects –
 - Jane Pitts added amounts that seemed appropriate to address the lighting project. These don't reflect the numbers discussed earlier in this meeting.
 - The website project is another new addition with a placeholder of \$25,000. Marti Fiske advised that the team would like to redo the web site to bring it off the city platform and onto its own platform. This number is based on feedback from other libraries. The next step would be to get a quote, so this number is just a placeholder. This project budget falls below the requirement for a formal RFP. There would be an ongoing support and hosting fee that will be incurred as a result of this project, Marti roughly estimates that this will be in the neighborhood of \$5,000 per year.
- Outreach and Programming were reduced to zero. This is because enough funds are already in the pipeline for this purpose and no new funds are needed.

Notes on year-over-year deviations of Income

- Increases in funds pulled from the checking and restricted accounts addresses the need on the expense side.

BUILDING AND GROUNDS COMMITTEE

Paul Henkel reported a \$1700 commitment to soil improvement related to trees. Bartlett Tree Services submitted soil test results and a plan for optimizing the chemical content of the soil.

The floor has been refurbished in Heberton Hall at the city expense.

The uneven concrete at the Winter Street entrance has been ground down for safety.

A forthcoming issue is that in the Menard Courtyard there is loose masonry work. The committee expects to hear more on this issue at their next meeting.

COMMUNITY OUTREACH COMMITTEE - no report

LONG RANGE PLANNING COMMITTEE - no report

FINE ARTS COMMITTEE

Justin Somma outlined the materials needed to install a gallery-style rail system for the purposes of hanging art in exhibits and advised the estimate for materials comes in at approximately \$2,500. Andy Bohannon will visit the next committee meeting to determine if city staff can handle the labor at no additional expense.

POLICY COMMITTEE

Kathleen Packard will present a copy of amendments to the bylaws at the next meeting. She also said that they have a meeting scheduled June 2nd at 5:15pm to review new prospective changes.

FRIENDS OF KEENE PUBLIC LIBRARY

Susan Mathews updated the Trustees on the activities of the Friends of Keene Public Library including the funding of activities around the region. FKPL is also looking for a new facilitator to run the newsletter.

HORATIO COLONY MUSEUM - no report

CHESHIRE LITERACY COALITION - no report

DIRECTOR'S REPORT

Marti Fiske updated the Trustees on the statistics from the Makerspace. Last year there were 252 machine uses in all of 2025, compared with 116 uses year-to-date in 2026. This put us on track to exceed prior year usage. There were also only 27 new users in all of last year compared to 35 new users year-to-date. The user split is 75/25 between Keene residents and non-Keene residents. All non-resident users purchased library cards. An overwhelming majority of users report a positive experience with the service. She deferred to the written report for other information.

OLD BUSINESS

Bill Stroup advised that we will meet in June, skip July, and meet in August for the Annual Meeting which will include summary reports from the Committees. Susan Bloom will advise on the due date for these reports.

NEW BUSINESS - none.

Meeting Adjourned: 7:01pm

Meeting Minutes by: Justin Somma

Keene Public Library



Board of Trustees Bylaws	Adopted: January 17, 1984 Revised: December 18, 2012 January 27, 2026
---------------------------------	--

PURPOSE

The purpose of this instrument is to establish rules and Bylaws for the conduct of meetings of the Trustees ("Trustees") and for the governing of Keene Public Library ("Library"), Keene, New Hampshire. The requirements of RSA 91-A:1, and 202-A are incorporated by reference herein.

DUTIES OF THE LIBRARY BOARD OF TRUSTEES

According to municipal code article 5: Division 13: Section 2-959, the Board of Trustees

Hire the Library Director and establish the policy under which the Library Director operates.

Hear citizen comments on the quality of service provided by the Library.

Determine methods of improving the impact of the Library on the educational and cultural resources of the city and the surrounding area.

Has the responsibility for the control and general management of the Library facilities, property and employees.

Control, manage, invest and expend trust funds donated or bequeathed to the Library or the Library Trustees, for the use of the Library.

Have no authority to pledge the credit of the City beyond the amount of the City's budgetary appropriation for the Library.

Determine when it is appropriate to do and appear before state and federal agencies to request financial assistance for the Library and Library programs as such funds become available.

Prepare and request budgetary appropriations from the City Council annually.

Keene Public Library



Furnish annual reports of Library operations to the City as required by state law.

Prepare and submit to the City a report on the acceptance of unanticipated and non-restricted funds as defined in RSA 202-A:4-C of \$5,000 or more within a reasonable time after the acceptance of the funds, and a report of any gifts of personal property that was accepted under section 2-960(6) which does not require the expenditure of public funds for the operation, maintenance, repair, replacement or scheduled insurance of such personal property, and which report shall also state how the Library Board of Trustees will fund such personal property.

Any Trustee with a personal or financial interest in a matter before the Board shall disclose the interest and recuse themselves from voting of that matter.

BOARD COMPOSITION

The Library Board of Trustees consists of 12 members, all of whom shall be residents and bonded by the City. Six members of the Library Board of Trustees are permanent Trustees as provided in the Thayer Agreement, and six members shall be appointed by the Mayor and City Council for three-year terms. Terms of the six City Trustees shall be staggered so that two board members shall be appointed in July of each year.

Any vacancy in the number of permanent trustees shall be filled by the remaining permanent Trustees. Vacancies shall only be occasioned by death, removal from the City, or resignation. There shall in no case be the number of Trustees elected by the City more than the permanent Trustees.

BOARD MEETINGS

A majority of the Trustees shall constitute a quorum. Meetings shall be held monthly, except for July. A regular monthly meeting may be held in July if deemed necessary. The annual meeting of the Trustees shall be the monthly meeting held in August unless otherwise ordered by the Board of Trustees. The annual meeting shall be an organizational meeting, at which annual reports of committees shall be rendered, officers for the ensuing year shall be elected, and such other matters shall be acted upon as customarily is required at an annual meeting. The annual meeting shall further follow the close of the Library's fiscal year, said year to run from July 1 to June 30. The order of business at any regular or special meetings of the Board of Trustees shall be determined by the President. Any meetings planned and

Keene Public Library



held outside of this monthly or annual schedule shall be considered “special.” Special meetings may be held at any time at the call of the President.

EMERGENCY MEETINGS

Emergency meetings may be called by the President when there is a situation where immediate action is deemed to be imperative and in accordance with RSA 91: A2.

OFFICERS

The officers shall be a President, a Vice-President, a Secretary and a Treasurer, who shall be elected at the annual meeting of the Board of Trustees and who shall hold office for one year and until a successor shall be chosen. Whenever a vacancy occurs in any such office, the President shall appoint another Trustee to that office to serve until the next annual meeting of the Board of Trustees or until a successor shall be chosen. In circumstances in which an officer has finished their term on the Board of Trustees prior to the annual meeting, a new officer will be elected at the last regular monthly meeting or at a special meeting.

DUTIES OF OFFICERS

PRESIDENT

The President shall preside at all meetings of the Board of Trustees, shall appoint the Chairs and members of all standing and other committees, and shall perform such other duties as are imposed on them by these Bylaws, or as may be assigned to them by the Board of Trustees.

The President has the following responsibilities which they may delegate.

The President shall, in conjunction with the Library Director, conduct an orientation session for all new Library Trustees and shall distribute to such Trustees all relevant information.

At least twenty (20) days before the annual meeting of the Board of Trustees, the President shall seek a list of nominees for officers for the ensuing year.

At least two months before any projected vacancy, the President, after reviewing names of prospective Trustees or reappointments with the Board, shall present to the Mayor a list of candidates in order of preference.

Keene Public Library



The President may also recommend to the Mayor the renewal of the appointment of any City appointed Trustee for a second term.

The President is further responsible for ensuring that the Library Director receives an annual performance review.

VICE-PRESIDENT

The Vice-President shall exercise all the powers of the President in the absence of the President, in addition to such other duties as the Board of Trustees may need.

TREASURER

The Treasurer shall have the care and custody of such funds, records and valuable papers constituting the property or business of the Board of Trustees as may come into their possession as Treasurer. The Treasurer shall keep records of account. The Treasurer shall collect such monies as may from time to time be paid to the Trustees of Keene Public Library and shall keep and disburse the same pursuant to contracts and obligations of Keene Public Library, or as otherwise ordered by the Board of Trustees. The Treasurer shall perform such other duties as the Board of Trustees may require.

SECRETARY

The Secretary shall attend all meetings of the Board of Trustees and record the proceedings thereof and shall perform such other duties as the Board of Trustees may from time to time require.

TRUSTEES EMERITI

The Trustees, at any annual or regular meetings of the Board, may elect one or more Trustees Emeriti, for such reasons and for such term or terms as the Board shall determine. Any person chosen as a Trustee Emeritus shall be entitled to all ceremonial privileges to which members of the Board of Trustees are entitled but shall not be considered a member of the Board of Trustees under RSA 91-A.

Keene Public Library



The following Committees consisting of as many Trustees as the President shall determine, not to exceed a quorum, shall be appointed, in consultation with the Chair of each committee as needed. All such committee meetings shall be noticed and conducted in accordance with the requirements of RSA 91-A.

Board members are expected to be active members of at least one committee.

STANDING COMMITTEES

A Finance Committee, one of whom shall be the Treasurer of the Board of Trustees shall advise the Treasurer and the Board of Trustees where necessary regarding the investment of funds and other matters pertaining to the finances of the Library.

A Policies Committee shall prepare, recommend and maintain all policy decisions to be adopted by the Board of Trustees. The committee will regularly review existing policies as needed and work in consultation with the Library Director.

A Long Range Planning Committee shall oversee the implementation of the Library's Long Range Plan to be developed every five years.

ADVISORY COMMITTEES

Advisory Committees may consist of Trustees and public members as appointed by the President and approved by the Board. Public members are advisory only and have no voting privileges.

A Building and Grounds Committee shall supervise the buildings and grounds used by the Keene Public Library; prepare and keep a list of items requiring service or repair; prepare and keep an inventory of items requiring an expenditure of funds; regularly consult with the Library Director and City Facilities staff concerning any of the foregoing items and with respect to the maintenance of the Library buildings and grounds; and perform such other duties as may be assigned to this committee by the President of the Board of Trustees.

A Fine Arts committee shall acquire and maintain an inventory of the Library's objects of art and related collections and, in conjunction with the Library Director, plan and carry out exhibits and projects relating to the field of fine arts.

An Outreach Committee shall encourage and promote the use of Library services and programs to all age groups throughout the community by assisting staff through volunteerism and advocacy.

Keene Public Library



The President or the Board of Trustees shall from time to time appoint other committees as needed

The President of the Board of Trustees shall serve as an ex officio member of all committees.

DUTIES OF THE LIBRARY DIRECTOR

The Library Director shall be the executive director of the Library and shall be chosen by and be responsible to the Board of Trustees. The Library Director shall have charge of the administration

of the Library, subject to the control of the Board of Trustees, shall be responsible for the efficiency of the Library service to the public, shall have charge of the employment and direction of the staff, consistent with policies established by the Board of Trustees, shall be in charge of the operation of the Library under and in accordance with the terms established in the annual budget, shall attend meetings of the Board of Trustees upon request of the Board or the President, and shall make such reports and carry out such other duties as may be assigned by the Board of Trustees, or the President all subject to the supervision and approval of the Board of Trustees.

AMENDMENTS

These By-laws may be altered or amended at any regular meeting of the Board of Trustees or at any special meeting duly called for such purpose; provided that notice of the subject matter of any proposed amendment shall be delivered in hand, mailed or emailed to each Trustee at least fourteen (14) days prior to such meeting; and provided further that no such alteration or amendment shall become effective unless seven (7) Trustees vote in favor thereof.

