

Keene Public Library
Policy Committee Meeting
Wednesday August 13th, 2014

Present: Kathleen Packard, Nancy Vincent, Bill Stroup, Paul Henkel

1. The meeting was called to order by Chair Kathleen Packard at 9:31am.
2. The Minutes of the February 4th meeting were presented for approval.
On a motion duly made by Bill Stroup and seconded by Kathleen Packard, it was:
Voted: to accept the February 4th Minutes – *passed unanimously*

3. Committee Meeting:

Old Business:

- a. Nancy gave an update regarding adding a third member to the Policy Committee. She stated that, in general, asking for new members is handled at the annual Board meeting.
- b. Nancy gave an update regarding the programming statement and how staff handles it. There has been an unofficial procedure that staff follow, however there is not one in the current policy manual. Gail is interested in meeting with the Policy Committee to create a draft proposal to add one to the policy manual. The Policy Committee agreed to table the discussion until the next meeting, for which Gail could be present.

New Business:

- a. The Policy Committee discussed creating a new landscaping gift policy. Paul Henkel was present and represented the Buildings and Grounds Committee for the discussion. Kathleen went over some existing types of policies that other libraries had created. It was decided that adding a section for landscaping within the existing gift policy (8.004 GIFTS) worked best at this time. The committee unanimously liked one existing policy, except for the statement of responsibility for who accepts the gifts. Nancy supported that the Board be responsible for the acceptance of gifts, not the director. The committee unanimously agreed. The committee also discussed naming and plaques. It was decided that this needed to match the larger procedure that the fundraising committee would write for the library annex project. A number of questions were pointed out such as when/how should the library consult the city and if memorials should be handled differently. Kathleen suggested that some of the details could be covered in the gift acceptance form. The committee decided to wait to create a form at a separate meeting. Nancy also suggested we wait until we consult the cities "Building A Spirit of Place" project to decide on these details. Thus, the committee moved to make the initial proposal (as written below) at the following Board meeting with the understanding that this policy would drastically be added to over the following year. The following proposal is to appear directly after the existing paragraph under 8.004 GIFTS:

"Landscaping

The Board of Trustees shall make the decision as to the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the

appropriateness the offered gift to the existing landscaping, cost of maintenance and consideration of any future building expansion, renovation or similar circumstance.”

On a motion duly made by Bill Stroup and seconded by Kathleen Packard, it was:

Voted: to accept the Landscaping Gift Policy proposal – *passed unanimously*

- b. It was noted that direct links to the gift policy and the full policy manual were not available on the library’s website menu, but are able to be found using the search box.

Meeting adjourned at 10:39am.

Respectfully submitted,

Kathleen Packard
Policy Committee Chair