

Keene Public Library  
Board of Trustees  
Minutes for October 28, 2014, Trustee's Room, Keene Public Library

The Meeting was called to order by Board President Paul Henkel at 5 pm.

Present: Sally Miller, Judy Putnam, David Meader, Nat Stout, George Scott, Paul Henkel, Charles Redfern, Kathleen Packard, Ken Jue, Beth Truman, Library Director Nancy Vincent

Ken made a **MOTION** to accept the minutes of the last meeting on September 23, 2014, seconded by Judy. Sally noted that she was present at the previous meeting contrary to the report. Ken then moved to amend the minutes, with a second by Judy.

The board voted unanimously to approve the amended minutes.

#### **Finance Committee**

Ken, chairman of the finance committee, provided a report on committee actions relative to three phases of the Annex renovation project.

Judy presented the first quarterly report from the committee, noting that a bequest was received from Muriel LaBrie. Judy also noted that \$400 in contributions honoring Emeritus Trustee Lynn Simington was donated to for library outreach.

Ken noted the Trustee's large cash balance and that he had also recently followed up on a bequest of securities by Bernice Clark. Judy said she had received notice of a pending donation from Phil Faulkner's estate.

Ken noted that the committee discussed the renovation project and fundraising planning. It was suggested strongly there that a feasibility study be conducted.

Sally made a **MOTION** to accept the Treasurer's Report, with a second from Kathleen which passed unanimously.

Sally then made a **MOTION** to accept all donations as reported, with a second by Beth, which passed unanimously.

#### **Building and Grounds Committee**

Nancy stated that the mat within the airlock would soon be replaced and that the emergency entry would be use for temporary access.

Kathleen stated that multiple arbor vitae had died and been replaced and that four donated lilacs have been planted on the far west side of the Library Annex property.

Nancy reported that the HCS bus route will have a permanent route wherein drop-offs to the library will occur on West Street side of the library. Alternate transportation services for physically challenged patrons is still available on a call-first basis through the Friendly Bus.

### **Outreach Committee**

No report

### **Long-range Planning**

Sally handed out a "Memo of Understanding" describing, among other things, the method of fundraising for the Annex renovation project to be signed between the City, Library Trustees and Friends of the library.

Discussion ensued on how money raised for the project will be handled. Sally reported that Terry Knolls from the NH Attorney General's office suggested a temporary restricted trust fund, but that will require another, new memorandum of understanding.

Also distributed was a flow chart outlining the process for the establishment of a temporary restricted trust fund. It was noted that a similar finance arrangement was used for development of Ashuelot Park.

Whatever happens to any remainder of funds raised must go to library purposes, Sally said. She noted that the library is always, and must continue to be, very careful tracking money.

George asked what would be done if only a portion of the fundraising goal is reached and donors ask for their money back. It would have to be returned, Sally said, adding that Terry Knolls has suggested a way to track each donation. Also needed for tax purposes will be thank you notes for all donors. Sally said that stipulations for the use of the trust funds will be developed and must answer all questions on its appropriate uses. In the mean times, direct donations to the project could be made through the normal City Council process and could be directed to the Library Campus Cost Center.

Beth stated that, in the case of the future ice rink, funds were often raised for specific purposes, either built or purchased.

George asked if an attorney should be hired to oversee the fundraising process, but consensus was reached that this is not necessary.

George made a **MOTION** in support signing of memo of understanding that was distributed at the meeting, Judy seconded.

An Author's Alteration was discussed:

Replace the worked "WHEREAS, the Agreement also provide that Improvements are to be paid for by the City, ..."

With "WHEREAS, the Agreement also provide that *the purchase of* Improvements are to be paid for by the City, ..."

The motion was approved unanimously.

### **Fine Arts Committee**

No report

### **Policy Committee**

Kathleen discussed a finalized landscaping gift proposal summary form and distributed a proposed draft.

Judy noted that once the Trustees have accepted gifts, the board can do with them as it sees fit; it is the board's prerogative, Judy said, including declining.

Ken made a **MOTION** to accept the landscaping gift proposal summary form, and Chuck seconded. It was approved unanimously.

### **Friends Report**

Nancy reported that the recent book sale, accomplished by the extreme efforts of volunteers, raised an incredible \$16,800. Friday was the busiest day, with \$10,000 raised.

Chuck noted that a patron bought up all the Halloween books to pass out to Trick-or-Treaters.

### **Calendar**

Paul stated that the next meeting will occur on November 18 as Thanksgiving will preclude a meeting during that week. Likewise with the approach of the Christmas holiday, the December meeting is set for December 16.

Sally asked board members to consider bringing a donation for the library staff's holiday basket.

Nancy stated that the volunteer luncheon celebration is set for December 15 at noon and trustees are invited.

**Horatio Colony**

It was noted that KSC students cleaned up the grounds the day after campus disturbances during the Pumpkin Festival.

**Literacy Committee**

No report

**Director's Report**

Nancy said a "good response" was received for the position of Young Adult Librarian and that the committee is considering potential candidates.

**Old Business**

None

**New business**

Kathleen asked about membership in the New Hampshire Trustees Association. Judy responded that all members of the board have been signed up for an annual membership.

A **MOTION** to adjourn was made by Ken, seconded by Judy, and approved unanimously.

Meeting adjourned at 6:15 p.m.

Next meeting scheduled for 5 p.m., Nov. 18.