

Keene Public Library
Board of Trustees
Minutes for November 18, 2014, Keene Public Library Trustees Room

The meeting was called to order by Board President Paul Henkel at 5 p.m.

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
and City of Keene Project manager Carole Monroe,

Absent: Bill Stroup

City Project Manager Carol Monroe gave a demonstration of Mindmixer, new social media software owned and administered by the city of Keene. The program could provide a useful medium for gathering ideas in the community on library expansion plans. While discussions would be monitored by the Project Manager, Library Director Nancy Vincent, Assistant Library Director Jennifer Bone, and KPL trustees could be added as listeners. Comments on Mindmixer would be identified by name but with email addresses concealed. Announcements from the site may be sent out to email lists and to other social media sites such as Facebook and Twitter. The presentation ended at 5:22 a.m.

Minutes of the October 28, 2014, Keene Public Library Meeting:

Kathleen said reference to an arbor vitae should be changed to multiple arbor vitae.
Kathleen said reference to landscaping donation policy should be changed to landscaping gift proposal summary form. Chuck said a print of the form should be added to the minutes.
A **MOTION** from Beth to approve the amended minutes, and second by Judy passed unanimously.

Finance Committee:

A **MOTION** made by George and seconded by Judy to accept a donation to the Keene Public Library from the former longtime Keene resident Bernice Clark of Portland, ME, and widow of the late Bob Clark, in an amount as yet to be determined, passed unanimously.
Judy distributed a "corporate resolution" from RBC Wealth Management and explained that all assets in the donation currently sit in an IRA. At the time of distribution, the form will be signed both by Judy as Treasurer and Paul as President, and that Secretary Bill Stroup will witness the transaction. Lead agent for the transaction is Mark Russell of Keene.

- (A) Ken made a **MOTION** to authorize the President and Treasure to effectuate the transfer of funds on behalf of the President and Trustees of the Keene Public Library from a bequest managed by RBC Wealth Management in the name of Bernice Clark. It was approved unanimously.

Sally suggested that funds from the donation be kept as liquid as possible. A **MOTION** by George and seconded by Chuck was made:

That some or all of the Bernice Clark donation be allocated to the second-phase schematic design of the library annex project as approved by Atty. Terry Knolls of the NH Attorney General's office, and that \$25,000 from the Heberton Hall cost center be allocated for the same purpose.

Kathleen stressed the importance of quickly sending acknowledgment of donations to all donors.

Judy stated that Friends of the Keene Public Library have voted to put \$25,000 toward a feasibility study on the upcoming fundraising effort for the library annex improvements.

George made a **MOTION** to rescind Ken's prior motion, (A) above, which Chuck seconded and which was subsequently approved unanimously.

Judy subsequently made a **MOTION**, seconded by Ken, that in order that the Library Board of Trustees may work with RBC Wealth Management to receive the bequest of Bernice Clark, "The President, Vice President and Treasurer of the Keene Public Library Board of Trustees, or any one of such officers, are hereby full authorized and empowered to purchase, invest in, acquire, sell, assign, transfer, or otherwise dispose of any and all types and kinds of securities including, but not limited to, stocks, bonds, debentures, notes, rights, options, warrants, certificates of every kind and nature whatsoever; and to enter into agreements, contracts and arrangements with respect to such security transactions; and to execute, sign or endorse in the same agreements on behalf of the Trustees of the Keene Public Library."

The motion passed unanimously.

Building and Grounds

The mat in the front entrance has been replaced, Kathleen stated.

Long-Range Planning

A Memo of Understanding supporting the creation of a expendable city held trust fund for the purposes of funding the library building project has been approved by the Keene Library Board of Trustees and Friends of the Keene Public Library, and Keene City Council's Finance, Organization and Personnel Committee and is expected to be approved by the council, Paul said.

Sally noted that another community meeting to promote the annex improvements is planned for 4 p.m. on Sunday, Dec. 7, with tours and an information session between 4:30 and 5:30 p.m. Sally said the trustees should consider forming groups of two or more members each who would speak about and present information on the annex improvement plans before local organizations.

Friends of the Library

George discussed the Friends plans to earmark \$25,000 for the feasibility study mentioned above.

Horatio Colony Museum

Paul noted that Antioch New England now manages the reserve and has prepared a document on the history, trails and geology of the land.

Paul said he would contact the museum to discuss the prospect of the trustees having their December meeting there, as has been the tradition.

Director's Update

Nancy noted that a youth librarian candidate has been selected. That person seems well prepared to grow into larger responsibilities, she said, though the identity of the person was still confidential.

Nancy asked that all committees be sure to get their minutes to Sean Wiley in a timely manner. She said the holiday luncheon for volunteers would be December 15 from noon to 1:30 p.m. Trustees were invited to the luncheon and were asked to bring a food item or to make a donation. There was also a collection to fund the staff's annual holiday food basket.

Old Business

Nancy reported that she and Ken consulted with Keene City Attorney Tom Mullins on the purview of the KPL Trustee's finance committee. Atty. Mullins stated that all recommendations from the finance committee be brought before the full Board of Trustees for endorsement or approval.

New Business

Paul reported that a business called WiValley has approached the city on the possibility of enhancing high-speed internet access by means of an antenna atop of a library building. Such a plan would likely have to be reviewed by the Historic District Commission, Paul said. Chuck said if the company were to use a part of the library facility, a portion of the lease should be dedicated to the library. Nancy said any consideration is very preliminary at this point and that an official request has not yet been made by the company. Judy said WiValley has a fine reputation based on previous projects.

A **MOTION** to adjourn was made by George, seconded by Ken, and approved unanimously at 6:28 p.m.

Respectfully submitted,
Nat Stout