

Keene Public Library
Board of Trustees
Minutes for January 26, 2016
Called to order at 5pm

Present: Library Director, Nancy Vincent; Trustees, Charles Redfern, Bill Stroup, Jennifer DeCoste, Don Wilmeth, Paul Henkel, Judy Putnam, Sally Miller, Nat Stout, Kathleen Packard.

Minutes of December meeting accepted unanimously on a motion by Sally Miller seconded by Judy Putnam

Buildings and Grounds Committee: One urn outside broken and beyond repair. One of a kind piece; will discuss next options in the Spring.

Community Outreach. No meeting. No report

Long-Range Planning. See KLAAC minutes, including minutes for Green task force, which all trustees should review. Upcoming city finance meeting. Project is in city CIP plan. New market tax credits. Probably will not hear until late spring. LLC will form and own the Library Annex and the connector for seven years then city buys back. This process is being done with the courthouse.

In 2003 agreement we said that we needed to agree in writing of conditions of change so we will be bringing forth a motion for Trustee vote. Have to go back to Heritage and Historic District Commission with final design.

Trustees are asked to come Feb 4 to city council for update on the project.

Fundraising Committee has been meeting. First trustees, friends board, committee itself will be asked for contribution at whatever level possible. Patty Farmer campaign manager. Public campaign will probably begin in summer. Trustees will invite her to a meeting so they can meet her. A group will be formed, mostly of staff members, to work with Jeff Hoover and deciding equipment and furnishings.

Finance committee: met today, no quorum earlier. Departments were asked to submit city budgets earlier this year. Library will present a status quo budget. Personnel request is for current staff levels, Increase will only be in the step increases or benefit levels that are due to the employees. Books and Periodicals will be requested at level funding and will continue to rely on Friends for supplemental funding. City finance department did a financial new orientations for the city council.

Quarter 2 report submitted. See attachment.

Motion to receive gifts by Miller, second Redfern. Approved unanimously.

Motion to accept report for q2 by Miller, second Scott. Approved unanimously.

Question about use of model and student work at Keene State College. Donna Paley at KSC has possible connection to an architecture student. Model of a building will be placed in the library. Model will be much like the one used for YMCA fund drive.

Motion that George Scott proceed to discuss with KSC architecture prof Donna Paley to develop mockup model for the Library Renovation project with a negotiating budget up to \$4,000 from trustee funds. Moved by Ken, seconded Judy **approved unanimously**.

Fine arts: New painting will be hung over copy machine. Also new quilt is hanging on the wall facing the reference desk.

Policy: motion for bylaw change VIII.2 para 5. Change phrase to “Keene Library Annex Advisory Committee (KLAAC)” so that bylaws will be consistent with minutes and practice.

Friends: Nancy attended. Looking at bylaws and some board openings. Massive book sorting day 9-2 tomorrow.

Horatio Colony Museum: no report

Literacy: no report

Director: planning for timeline of the city approval process through the year. Zoning issue is in line for approval by the City Council on April 21. Also in process is the filing for the Tax Increment Finance District. The current TIF District that includes the County Courthouse needs to be amended to include the two library properties. This will allow for the property taxes that will be paid by the for profit LLC created for the NMTC's to go solely to the City and can be used to pay down the city bond. After the seven years, the city will buy back the property and it will no longer be taxable. The issue will go to public hearing on March 17th.

Old business. None

New business. Some concern about email communication concerning meeting dates. Problems seem to have been fixed but please let us know. Charles Redfern will be in Florida. He will be able to participate by phone.

Adjournment at 6.21. **Moved** Judy, second Ken. Regular meeting ended.

Submitted by William Stroup, secretary