

Keene Public Library  
Minutes of Board of Trustees Meeting  
April 26, 2016  
Trustees Room, Keene Public Library

**Present:** Library Director Nancy Vincent, City Council Liaison Carl Jacobs, Trustees Kathleen Packard, Don Wilmeth, William Stroup, Sally Miller, Judy Putnam, George Scott, Paul Henkel, Charles Redfern (via speaker phone).

The Meeting was called to order at 5.02 by Board president Kathleen Packard. We also took a moment to register thanks for the work of City staff, including Med Kopczynski, Tom Mullins, Tara Kessler, Rhett Lamb, Andy Bohannon, John Rogers, and others.

The minutes from the March meeting were amended to reflect a change to the Buildings and Grounds report. Motion to approve as amended by Sally Miller, seconded by Don Wilmeth, passed unanimously.

**Committee reports:**

**Finance:** Report for third quarter was shared from the finance committee. See subcommittee minutes for attachment.

Motion by Paul Henkel to accept all gifts and grants, seconded by Sally Miller, passed unanimously.

**Motion** to accept report from Sally Miller seconded Paul Henkel passed unanimously.

Two other motions from the Finance committee related to Library Annex and Heberton Hall Cost Center issues:

**Motion:** That the Board authorize \$10,000 be transferred from the Heberton Hall cost center to the library renovation project for expenses related to planning and design work.

Moved by Sally Miller, seconded Judy Putnam. Discussion included explanation of expected expenses during the coming months, and that the Friends have already approved this motion. Current cost center fund is valued at \$37,000.

Motion passed unanimously..

Second motion:

**Motion:** That the Board of Trustees and the Board of the Friends of the Keene Public Library authorize the City of Keene to sell and transfer the Library Annex to a limited liability company to be formed for the purpose of obtaining new markets tax credits (NMTC) intended to defray the costs of Library Annex renovations, subject to the condition that the Library Annex be repurchased by the city upon the completion of the 7-year period required for the issuance of NMTC.

Moved by Sally Miller, seconded by Judy Putnam. Passed unanimously

Note that new markets tax credits are for annex and the linking but not the current building.

Finance also noted that Gail Zachariah met with the committee at its last meeting to discuss the outreach budget.

**Buildings and Grounds:** Urgent issues emerged this month about the misuse of the public elevator. Committee discussed use of a camera in the elevator. Will be meeting with policy committee regarding limits on cameras. Joint meeting of Policy and Buildings and Grounds scheduled for May 11th.

**Motion:** that we allow a video camera to be installed in our elevators to be monitored by the city dispatch in the same way as the current outside camera.

Made by Paul Henkel, seconded by Judy Putnam. Discussion included concern that we may need this authorization before our meeting next month. Passed unanimously .

**Community outreach:** No report, but we noted the commendable school vacation week programming organized by Gail Zachariah, and also the success of the “How-to” festival.

**Long range planning:** Offering thanks for the time and efforts of many people in the ongoing renovation project, and noting how many items we have checked off our planning timeline in the last two months. Jack Duggan meeting with KLAAC Thursday this week. Jeff Hoover presentation to planning board yesterday April 25. Tom Mullins and Med Kopcynski also at Thursday meeting. George Scott reports that our architectural model is in process, and that we now have a color drawing to help with preparation.

**Fine arts:** No report.

**Policy:** No meeting this month, but will meet next month with Buildings and Grounds.

**Friends of the KPL:** Spring Book sale raised approx. \$12,500 dollars. Thank you friends.

**Horatio Colony Museum:** no report

**Literacy Coalition:** no report

**Directors report:** City budget cycle is ongoing; the special FOP meeting May 10 includes the library annual budget review. The Public hearing on the budget is at the May 19<sup>th</sup> City Council meeting. The following FOP meeting on May 25 is important for trustees to attend. While it will not be open for public comment, there will be the opportunity for all city councilors to present proposed amendments for the committee’s consideration. The FOP will prepare their budget recommendation to be presented to the full council for adoption on Thursday June 2. City Councilors can still present additional amendments for consideration at that City Council meeting. Budget approval is planned for this June 2 meeting.

Hired new meeting room supervisor Alex Fafara.

**Old business:** None

**New business:** NH trustees library conference this May, including sessions on fundraising and on new construction. Trustees should be in touch about attendance and carpooling to Concord.

Motion to Adjourn by Don Wilmeth seconded Paul Henkel, unanimous. Meeting adjourned 5.57 pm

Submitted by William Stroup, Secretary