

Keene Public Library  
Minutes of Board of Trustees Meeting  
October 25, 2016  
Trustees Room

**KPL Trustees Minutes**

Convened at 5:00 p.m., Tuesday, October 25, 2016

**Present:** Judy Putnam, Kathleen Packard, Charles Redfern, Jennifer DeCoste, Nat Stout, Don Wilmeth, Nancy Vincent, Bill Stroup, Paul Henkel, George Scott, Carl Jacobs

**Not Present:** Beth Kirkpatrick, Ken Jue, Sally Miller

**Materials:** Checking account balance sheet was distributed, for time period of July 1 - Sept. 30

Kathleen thanked everyone for attending the events of the past month.

Nancy was applauded by the board and congratulated for her recent award as New Hampshire Library Director of the Year, as named by the NH Library Trustees Association.

**Next Meeting:** Kathleen announced that the next regular meeting of the Keene Public Library Board of Trustees is scheduled for Tuesday, Nov. 15, at 5 p.m.

**COMMITTEE REPORTS:**

**Finance Committee** Judy provided the first quarter financial report with a closing balance of \$22,603. The written report was submitted.

**MOTION** to approve the financial report was made by Bill Stroup, seconded by Paul Henkel, and approved by unanimous vote.

Judy stated that the Trustee's investment advisor, Allen Mendelson, recommended a small percentage reduction of equity holdings from 65% to 60%. Judy suggested that the change in investment was partly prompted by the finance committee's anxiety over the national election and because the equity markets seem to be high. Discussions will continue with Allen.

**MOTION** Judy moved that we reduce our equity holdings by selling \$20,000 in equity and reinvesting those funds in bonds. Chuck seconded the motion, which was passed by unanimous vote.

**Buildings and Grounds Committee report:** Kathleen said she is waiting to hear from an arborist relative to trimming, fertilizing and needed work on the trees on Library property.

Discussion ensued on the possibility of the Monadnock Economic Development Corporation (MEDC) applying to place the Annex on the NH Register of Historic Places. Judy said ultimately the Keene Library Board of Trustees would have to decide whether to pursue that option. The first thing to do is to see if the Annex would be accepted, Nancy said, noting that any application for historic designation would likely have to be sent to the City Council. MEDC will complete an historic inventory of the building, she said, and will bear the cost, which could be refundable if New Markets Tax Credits are approved.

Eligibility could hinge on whether, when the Library and Annex are physically connected, that would disqualify all structures, Nancy said.

Kathleen noted that Dan McLaughlin is now Building Mechanic. She mentioned several projects he has completed including repair of stucco wall, removal of a small, unused shed, painting of railings. We are glad to have him, Kathleen said.

Also, long-term custodian Satum Siek has retired, Kathleen said. Nancy noted that the Facilities Department is seeking approval hire a new, part-time custodian.

Committee received a report from the arborist.

**Community Outreach Committee:** Jennifer reported that the committee met and is interested in the installation of a door counter to mark time and number of people entering. Chuck noted that if the counter were installed before renovations, data could be used to compare before and after the renovations.

This was the first meeting in a long time, Jennifer said, and discussion of the committee's role occurred at the meeting. She noted the attendance of Jocelyn Goldblatt and Martha Tremblay, The committee also discussed its future support for long-range planning and the possibility of

developing marketing and communications plan. Gail Zachariah noted at that meeting that upcoming renovations will impact programming.

Kathleen said there are possibly two new people who could join the committee.

**Long-Range Planning Committee:** Nancy reported that the final architect contract was still being finalized. The next step, she said, would be the development agreement between the City and MEDC. City Attorney Tom Mullins is working on a draft which would go before the Trustees, Friends and City Council for review and approval.

Nancy noted that inquiries are being made by independent groups about the possibility of their getting designated space reserved in the newly expanded Annex. She noted that no space is being dedicated at this stage. Chuck said it was right to have the discussion provided no commitments occur.

George asked about the difference between the KLAAC and the Building and Grounds Committee. Nancy noted that the Building and Grounds Committee is a standing committee of the Trustees to deal with all aspects of maintaining the Library facility and grounds while KLAAC is an ad hoc committee dedicated to the Library Renovation project.

Judy noted that a donor event had recently occurred, during which the Library expansion model was unveiled, as well as the inventive fundraising thermometer, with acrylic column. So far, \$3.6 million has been raised, she said. The public drive is beginning now, Judy said, noting that a mailing was being sent at that time. More publications will be evident. Copies of a new fundraising brochure were distributed to members, who were urged to distribute them. The model was recently exhibited in the Green Room, Judy said, where roughly 50 people came to view it. The model will eventually be set up in the corner of the main lobby near the entrance to the meeting rooms and youth department, she said.

Bill praised the Op-Ed piece recently publishing in *The Keene Sentinel* and written by Ernie Hebert.

**Fine arts:** No report.

**Policy Committee:** Bill said work continues on a policy for Library donations. Also, the committee is anticipating revisions on policies for the impending, larger campus, with more entrances. Additionally, questions have arisen on the handling of personal bags, which can take

up needed space and pose concerns for security and courtesy. This is a good time to review such a policy, Nancy said, as a number of libraries have recently done.

**Friends of the Keene Public Library:** Minutes of the last Friends meeting were submitted. The next book sale is set for April 7-9, 2017.

**Horatio Colony Museum:** No report.

Kathleen asked Bill to find out if the Trustees should schedule their December meeting at the Horatio Colony House, as has been our recent tradition.

**Literacy:** Jennifer reported she enjoyed reviewing materials, in particular the mission statement and objectives as written in April 1993. They are still applicable 23 years later, she said. Jennifer hopes that some work can be framed in the context of family literacy, which must be accomplished in a multi-generational way, perhaps by means of a family literacy contest.

**Director's Report:** Nancy reported that three new people have been hired: Charley Lewis, Circulation Aide, Jay Fee, Teen Librarian, and Noah Young, Library Page. At present a new part-time Youth Librarian is being sought. Judy noted that the Teen Librarian seems to be a very difficult position to keep filled and that was a stumbling block. Nancy said the Library was looking at possible future restructuring, and if someone were to leave, a position might be grouped into a Teen Librarian slot. We'll look to where we can adjust within the budget, Nancy said, but there is no obvious answer.

Chuck noted that personnel changes could be justified with the Library expansion. City Council Liaison Carl Jacobs noted that increased revenues were anticipated as a result of the expansion too. Nancy noted that the Trustees took a position that the Annex project might lead to a restructuring of Library staff, but that the Trustees also agreed that need for increased staff would be handled through internships, honoraria or contracting for specific programs.

Nancy noted that the annual volunteer luncheon was slated for December 12. 11:30am to 1:30pm.

Nancy thanked Kathleen and the Trustees for taking time and energy in applying for the Library of the Year award. It is greatly appreciated.

**Old Business:** None

**New Business:** None

**Meeting adjourned at 6:01pm.**