

**Keene Public Library
Board of Trustees
November 15, 2016
Trustees Room, KPL**

Present: Trustees Kathleen Packard, William Stroup, Paul Henkel, Ken Jue, Judy Putnam, Sally Miller, George Scott, Charles Redfern, Don Wilmeth, City Council Liaison Carl Jacobs, Library Director Nancy Vincent

The meeting was called to order by President Kathleen Packard at 5pm.

The minutes from the September meeting were approved unanimously on a motion by Ken Jue, seconded by Charles Redfern.

The minutes from the October meeting were approved unanimously with a couple corrections. Carl Jacobs was present; Buildings and Grounds committee contained report from arborist.

Motion to accept with corrections by Judy Putnam and seconded by Sally Miller.

Reminder that the volunteer luncheon will be Dec 12 from 11.30-1.30 (note: this was later changed to Dec 19 due to weather)

Committee reports:

Finance: No meeting, no treasurer's report

Buildings and Grounds: Met this month, with Kathleen Packard and Nancy Vincent sharing report. Maintenance has been replacing light fixtures and bulbs, and repairing ceiling fan in Heberton Hall. Boiler repaired. State department of Environmental Resources found no contamination in area where spill on West Street side of building took place last year. We are waiting to hear from City regarding funding for Oak trimming.

Community Outreach: Meeting coming up this Thursday with a report due next month.

Long Range Planning and KLAAC: See KLAAC minutes for other details. Construction Documents are in process. The City Attorney is working on a draft development agreement. In order to proceed, the City Council needs to authorize City Manager to negotiate and execute an agreement between the City, MEDC, the Trustees and the Friends. Trustees are reminded that December 8 is the Finance, Personnel and Operations (FOP) committee where the Trustees and the Friends will be asking the committee to recommend to the City Council that it grant this authorization to the City Manager. The Development Agreement will need to be signed by all the parties.

A number of committees for the building projects, mostly consisting of staff, are in creation, including:

- Furnishings and Equipment;
- Circulation Area and Work Space;
- AV/Performance Areas;
- Youth and Children's Areas;
- Young Adult Reference Areas;
- Public Spaces (including outdoor).

The Green Committee is already in place and needs to meet soon as the energy decisions impact the construction costs.

Paul Henkel inquired about “Loop system” that provides links to hearing aids in many theatres and public spaces. Allows people to hear just what is coming through the microphone. Should be done during construction rather than later. Not really expensive during construction, but can be very expensive during retrofitting. Paul Henkel and Charles Redfern are both involved in adaptive technology committee. Discussion followed about the complexities of having a theatrical space in terms of working with Theatre Consultants on issues of acoustics and lighting. We need to avoid things that have gone wrong in other buildings and theatres. Fundraising update: 3.6 million and we are hopeful that we’ll be to 4 million by the end of the year. Questions about “historic” status bringing funds into the building project. National Register issues demand a lot that is not currently a part of our project. We are not going to pursue this. We have a clear mission, but it takes us out of the historical preservation tax credits. Key quote: “We are not a museum. We are designed for USE. We should remember this point.” See KLAAC minutes for more details, including updates on New Market Tax Credits.

Fine arts: no report

Policy: no report. Will meet this month.

Friends: Nancy will be attending for the time being. The Friends are working on yearly budget.

Horatio Colony Museum: This board will have its December meeting at the museum at 5pm on December 20th. Thanks to Anita Carroll-Weldon for helping to arrange this annual tradition. Holiday open house at the Museum is December 1 and 2.

Literacy Coalition: Jennifer DeCoste is going through documents from the beginning of that group. Going over bylaws and building from there.

Director’s report: Nancy Vincent reported that the new Teen Librarian is Jay Fee. He will featured in the Friends’ newsletter.

Old business: none

New business: Elizabeth Truman has stated her intention to resign from the Board, and we await her official notice. The nominating committee is at work and the Thayer Trustees will convene this month to determine next steps.

Motion to adjourn by Ken Jue seconded Judy Putnam. Meeting adjourned at 6.02pm

Submitted by William Stroup, Vice President, filling in for Nat Stout