

**Keene Public Library Board of Trustees**  
**February 28, 2017**  
**Trustees Room, KPL**

Present:

*Trustees:* Paul Henkel, City Councilor Carl Jacobs, Kathleen Packard, Sally Miller, Judy Putnam, George Scott, Nat Stout, William Stroup, Library Director Nancy Vincent, Don Wilmeth, one Boy Scout and his supervisor

Not present: Ken Jue; Charles Redfern, Jennifer Alexander;

The meeting was called to order by President Kathleen Packard at 5.01 pm.

Minutes to the January meeting were approved.

**MOTION:** Judy moved to approve the minutes, seconded by Don, and approved.

***Committee Reports:***

**Finance:**

No committee report.

Nancy presented the city's library operating budget as it is being proposed before city council.

The narrative portion of the four-page document on the first page refers to the renovation project and its goals, Nancy said.

On the second page is a matrix outlining objectives, which remain very similar to the previous year.

Nancy noted that KPL and the KSC library share catalog information through Keene-Link, the software for which (Millennium), is no longer being updated. A committee of both libraries is reviewing options for the future.

Nancy said she plans soon to visit Homestead garden to discuss plans.

Carl noted that overall circulation seems to be on a downward trend and asked if that trend will continue. Nancy replied that the kinds of usage of library media have increased by groups, but circulation is not one seen to be increasing. Nancy noted that, when economic times are hard, circulation soars. With the opening of the new building, she said, all other library parameters are expected to increase.

Nancy noted that personnel costs – aside from certain step increases, and insurance and retirement costs – is by and large the same budget as last year.

She noted, however, that \$900 is being included for background checks of volunteers. Also noted as revenue sources were the costs from lost materials and non-resident fees, both of which can only be estimated. Whatever we get from billing people for lost materials is what we can spend, she said.

Nancy reminded the board of important meeting dates in which the council or its committee will be considering the budget further:

- May 9, special FOP committee (review of the community services portfolio);
- May 18, public hearing on budget;
- May 25, regular FOP makes recommendation; and
- June 1, regular budget adoption night.

**MOTION:** was made to approve the budget as submitted by Sally, and seconded by Judy. It passed unanimously.

**Keene Library Annex Advisory Committee (KLAAC):**

Sally said consideration must be given for the bricks in the annex in that they must be tested to determine if they can take freeze/thaw cycles. Costs for the study will be \$18,000. Expenses will come from the Heberton Hall cost center, which has a current balance of \$41,000. Sally noted that expenditures from this fund must be approved by Friends of the Library.

**MOTION:** Sally moved that the Board of Trustees approve the use of the Heberton Hall Cost Center for the amount of \$18,000 to be used for the Change Order to the Tappe Architects Professional Services contract to cover the architect's fee for subcontracting with a company which specializes in testing historic bricks for designing an alternative treatment of interior walls in the Library Annex. Paul seconded. The board voted unanimously to approve.

Nancy said as the wall will be thicker, they will need to be redesigned to accept the windows. It is too early to know if we'll be insulating the walls; that depends on testing results. Even if we don't insulate, the study needs to occur, Nancy said.

George asked if the expense is eligible for reimbursement.

Nancy said the expense would be reimbursable. They could be put back into the project if all boards approve at that time.

**Buildings and Grounds:**

The committee did not meet the previous month.

Nancy stated that the City Facilities has permission to seek a new, part-time custodian position, and applications have been received. It will likely be several weeks before the position is filled.

Kathleen noted that the committee plans to review the locations of the library's security cameras in the new project areas.

**Community Outreach:**

Nancy: KPL has applied to be a Makers Corporation Host Site, qualifying for a \$5,000

grant to support internships.  
As well, a \$1,500 program fee was waived.

**Fine Arts:**

No report.

**Long Range Planning:**

Sally said that Steve Horton is the annex renovation project manager. He has a great background, has answered many questions and will be a great addition, she said. Steve worked for MacMillan construction at one point as well as on several city projects including the fire station. He has a preliminary schedule of work.

The development agreement has not been finalized between the city and the Monadnock Economic Development Corporation (MEDC).

Judy reported that fundraising is going well. A challenge grant, she said, has prompted some donors to give more than they originally pledged.

Sally said Engleberth Construction of Keene has been selected for the construction management. They are comfortable choosing a maximum price, she said. Sally then asked the board their thoughts about the preconstruction meetings that have occurred. Don said he felt there were some areas where architect didn't see eye to eye with his Don's own input, specifically regarding the performing arts and public spaces.

Don said he needed assurance that basic lighting and sound setups be considered in planning.

Kathleen suggested an informed musician could help on the committee.

Acoustics is one of the most difficult areas for building, Don said.

Paul said some months ago he had talked with Cheshire TV, and perhaps they could consult on the facility's future acoustics and lighting. He said he has the name of a Concord-area consultant who seemed to be prepared to visit Keene and advise on specifications.

Nancy noted that the architect is working on the adaptive technology committee and a hearing loop.

George said that the expert consultation would be something the library board would have to pay for. Do we put money in now or later, he asked.

Kathleen said she was concerned with the timing of consultation because only several planning meetings remained.

How would you determine that a goal was adequate, Judy asked.

Don suggested a small honorarium could be dedicated to a consultant who could help with lighting and sound.

Carl said consideration should be given to constructing conduit and infrastructure for future development for such facilities.

Paul said he will explore the information he'd already mentioned for follow up.

**Fine Arts:** No meeting this month.

Nancy discussed the framed art collection and said only three of over 90 items are out on loan and that lending activity has been very limited over the last ten years. On Nancy's request, Bill said he would schedule a meeting with the library staff member who is conducting an evaluation of the framed art collection.

**Policy:** No meeting this past month due to inclement weather.

**Friends:**

Nancy said there has been a lot of planning around the next book sale. The Friends have been talking with County Administrator Chris Coates, who was very encouraging about having the next book sale and how county facilities in Keene could be used to assist. He said he has found two rooms for book storage. The Friends will have to be more selective about the books they select for the sale, Nancy said. It will take ongoing logistics to store books in the old court house, she added.

Book sorting is still needed for the April sale, Nancy said.

The Friends will be working with the architect on their planned new area in the Annex, Nancy said.

**Horatio Colony Museum:**

No report

**Cheshire County Literacy:**

A new schedule is being worked on.

**Director's Report:**

Nancy said the staff has welcomed Amy Kramer as the new Children's librarian. Tracy Snow has been hired as a substitute, and is a children's librarian as well, Nancy said.

**Old business:**

Sally said the nominating committee encouraged Kathleen Kennedy Burke to apply for a position on the Keene Library Board of Trustees, which she did. Her nomination was expected to be approved the subsequent Thursday evening by the City Council. The board would likely welcome her at the next meeting, she said, and the nominating committee will meet with her beforehand.

Sally reminded the board that a running list of potential candidates for the board exists and if they have ideas for new members they should ask to have them considered.

**New business:** None

The board extended a "Thank You" to Sam, the Boy Scout in attendance.

A **Motion** to adjourn was approved unanimously at 6:01 p.m.