

KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, February 25th, 2014
Trustees Room

Present: Paul Henkel, Chuck Redfern, George Scott, Sally Miller, Judy Noonan, Kathleen Packard, Judy Putnam, Nat Stout, Director Nancy Vincent, and City Councilor Liaison David Meader

1. The meeting was called to order by President Paul Henkel at 5:03 PM.
2. The Minutes of January 28th were presented for approval.

On a motion duly made by Sally Miller and seconded Judy Putnam, it was:

VOTED: to accept the January 28th Minutes – *passed unanimously*

3. Update From Director Nancy Vincent on Library Flooding: Nancy reported that on Friday February 21st the Library had partial flooding in the overnight. The area affected was the first floor by the youth elevator and the ground floor auditorium, meeting room and hall. The cause was that the pipe that drains water to the street had frozen. Public works fixed the structural problem and ServPro fixed the water damage. Ideas for increased building monitoring during peak winter conditions were discussed. The Buildings and Grounds Committee will discuss this at their next meeting. The Library will run humidifiers to maintain a dry environment for the next few weeks.

4. COMMITTEE REPORTS:

a. Finance:

Treasurer's Report:

Nancy gave an update on the FY2014/2015 library budget. Nancy stated that the budget is level except for a few identified needs. Materials funding request is level and the Friends continue to supplement it. The budget submission also covers the library's goals for the upcoming year.

The City Council will receive the budget May 1st. The Library will present its budget to the City's Finance, Operations and Personnel (FOP) committee at its May 13th, 5:30 PM meeting. The public hearing on the budget will be at the June 5th, 7 PM City Council meeting. Following the hearing, the FOP committee will make its recommendation at its June 12th, 6:30 PM meeting. Budget adoption is scheduled for the June 19th City Council meeting.

The Library is also working on compiling data for its annual report to the State Library which all libraries in the state are required to file. They report what is used versus how many resources a library owns.

Judy Putnam discussed the Library's professional development funds in the Trustee budget for the current fiscal year. She explained that Library staff has already spent, and exceeded by \$800, the allotted annual amount of \$4,000. She also mentioned that there are several upcoming conferences that staff should attend this fiscal year. These would cost approximately \$5000. She explained that the money to cover these costs could be met using four of the unrestricted gift funds. Judy proposed that the Board authorize the Finance Committee to use up to \$6000 using unearmarked cash in the checking account and unrestricted gifts from the Molly Goodnow, Abbie Macdonald, Larry Dachowski, Peter Bonneau and Kathy Chertok funds to cover these conferences.

On a motion duly made by Judy Putnam and seconded by Sally Miller, it was:

VOTED: to approve the Finance Committee to use up to \$6000 as written above -
passed unanimously

Sally Miller reported that the Library received funds from the New Hampshire Charitable Foundation that were returned from the Elizabeth Jones Faulkner Memorial Trust. The Trustee Finance Committee will meet with Terry Knowles from the NH Attorney General's Office to discuss the proper investment for the trust.

b. Building and Grounds: No Report

c. Community Outreach: Gail presented the current marketing system and budget to the Committee. Press releases are sent out every Friday to the Sentinel and the Shopper. Sometimes there are paid ads. There are also email blasts. The Committee is currently exploring whether or not to keep the current logo and if there should be amnesty for overdue books. It was reported that the Library is an indirect member of the Chamber of Commerce through the city. It was suggested that the Library consider partnering with the Healthy Monadnock 20/20 initiative in the future.

d. Long Range Planning Committee: The Library received twelve replies to the Request for Statement of Qualifications. The Committee is developing the matrix that will be used to evaluate the responses. The Committee will meet on March 5th from 12-2 pm to select the top candidates. The Committee will schedule one full day to interview all the top applicants. Sally Miller and Jennifer Bone attended the NH tax credit workshop. They met with the representatives and determined that the Library is not ready to apply this year. Therefore, the Library plans to apply next year.

e. Fine Arts: No Report

f. Policy: The Committee reformatted the 3D Printer Use Policy. The 3D Printer Use Policy was put online.

g. Friends of the Keene Public Library: Lisa Gardner will be the speaker in May. Lyndsey Runyan, the Young Adult Services Librarian, presented information about the Maker program and a fundraising

mechanism called Rally.org. The Friends will create a checking account to hold the funds raised from Rally.org. The spring book sale will be held April 4, 5, 6.

h. Horatio Colony Museum: Two upcoming events were mentioned: The Vernal Pool Stroll on April 23rd 1-3 pm and From Figures to Chamber pots: Pottery on May 8th 7 pm.

i. Cheshire County Literacy Coalition: The annual request for Success by Six was submitted.

5. DIRECTOR'S REPORT: Gary Barnes, the Director of MAPS is donating a light therapy energy lamp to the Library. It will have a one-hour timer. Cary Jardine, the Digital Services Librarian, has been providing one-on-one and group instruction for eBooks. She was featured in an article in the Equinox. The City FOP Committee will review the Memorandum of Understanding at their February 27th meeting. It will go to City Council for approval on March 6th.

Sally Miller reported that there will be a reception Friday February 28th from 12-2 pm to celebrate Pat Holmes' 26 years of service. The Library received 119 applications for the office position. Nine people will be interviewed.

6. Old Business: None

7. New Business: Chuck Redfern enquired as to whether the Friends group ever receives free books from publishers. Nancy said no.

On a motion duly made and seconded, it was:

VOTED: to adjourn the meeting – *passed unanimously*

Meeting adjourned at 6:30 PM

Respectfully submitted,

Kathleen Packard
Policy Committee Chair

**Next Meeting:
Tuesday, March 25th, 2014
5:00 PM
Keene Public Library**