

KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 28, 2014
Meeting held at Horatio Colony Trust Museum

The December meeting was cancelled due to winter weather.

Present: Kathleen Packard, William Stroup, Sally Miller, Judy Putnam, George Scott, Nat Stout, Ken Jue, Lynn Simington, Nat Stout, Charles Redfern, Georgia Tasoulas, Young Adult Librarian Lindsay Runyan, and Library Director Nancy Vincent.

1. Meeting called to order at 5:24 pm, Ken Jue presiding
2. The minutes of November 17th were presented for approval.

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

VOTED: to accept the November 17th minutes - passed unanimously.

3. Committee reports:

- a. Finance. Lindsay Runyan, Young Adult Librarian presented a new project and two potential fundraising plans to the committee earlier that day. The committee endorsed both fundraising approaches. Lindsay came to the Board meeting to give the same presentation. The two fundraisings methods are crowd-sourcing and area businesses.

On a motion duly made and seconded,

VOTED: To approve the raising of funds by approaching local corporations and by doing Rally.org crowd-sourcing to raise funds for the Maker Education Initiative. Approved unanimously.

- b. Treasurer's report: The second quarter report was distributed and. Currently, the Putnam Foundation award for the Library Annex Renovation project will be held temporarily in our funds. The Trustees also received a \$5000 bequest from Chloe Curtis-Cherkassky. Our mutual funds are doing well, but the dividends (income) are below what we would like available in order to support staff activities. Currently, we use only the dividends to support the Library. Judy reported that over the coming months the Finance Committee will be examining the Board's current practice of using only the dividends to support the library annual budget, and determining the impact of allocating a percent of the total value of our portfolio to annual expenditures. Such a change would ultimately require the approval of the full Board of Trustees. If this change were to be made, it should be made in time for our Library budget deliberations this spring. A fundraising committee to raise funds for the Library Annex Renovation project is being formed, headed by Judy Putnam and Jane Pitts. It will be a subcommittee under KLAAC.

On a motion duly made by Charles Redfern and seconded by Kathleen Packard, it was:

VOTED: to accept report - approved unanimously.

On a motion duly made by Sally Miller and seconded by Nat Stout, it was:

VOTED: to accept all 2nd quarter gifts and grants - approved unanimously.

- c. Community Outreach: Lynn reported that the committee has started to develop a marketing plan. Gail was asked to write a first draft which was distributed at their meeting. The draft plan contains the following action steps: bold image of the library, visible connection to community; broaden base of users; advertise services; increase use both in person and online. The committee will review the plan at their next meeting. There are colorful new early literacy stations in the youth department, provided by the Friends. It was noted that the programs on the use of e-readers are being well received.
- d. Long Range Planning Committees: Memorandum of Understanding that had been shared in advanced was discussed. The memorandum shares what is expected of three partners (City, Friends, Trustees) in this phase. Sally pointed out that this is new ground. There will be other MOAs later on the process.

On a motion duly made by Sally Miller and seconded by George Scott, it was:

VOTED: to approve memorandum of understanding (see attached) - approved unanimously.

KLAAC will review responses to the Request for Statement of Qualifications at its February 19th meeting.

Nancy, Jennifer and Sally will be attending the February 12th workshop about New Hampshire tax credits. City also looking into New Market tax credits, which is a federal program.

- e. Fine Arts: No report.
- f. Policy: The proposed draft 3 D Printer Policy had been sent to all Trustees in early January. There was discussion about why we were developing a policy and how it would be posted. The policy has been reviewed and approved by the City Attorney. There were suggestions to reformat the policy.

On a motion duly made by Judy Putnam and seconded by Chuck Redfern, it was:

VOTED: On a vote of 9 to 1, the motion to approve the content of proposed 3D printer policy was passed. George Scott voted in opposition.

- g. Friends of the Keene Public Library: The Friends voted to support the Memorandum of Understanding. They are excited to announce this year's speaker Lisa Gardner - a New Hampshire mystery author.
- h. Horatio Colony Museum: The revisions of the museum's Long Range Plan was completed, approved and accepted by the board. The house has been repainted. The 1.5 nature preserve trail extension was finalized in 2013. New educational landmarks for this trail will be added to continue the numbered sites of interest on the original nature preserve trail complex. A new guidebook will be produced that shows cellar holes, a horseshoe shaped

natural amphitheater and pristine vernal pools. The Bronson Hill Volcanic Arc goes right into the new Colony land and down into Long Island Sound.”

i. Cheshire County Literacy Coalition: No report

4. Director’s Report: Pat Holmes will be retiring Feb 28 after 33 years with the city, 26 of them at the library. The position will be replaced with a fulltime Administrative Assistant 1 and is being advertised now. The City Council is holding its yearly workshop reviewing budget guidelines this evening. One upcoming conference is computers and libraries which will be held in Washington DC. We hope to send Jennifer Bone to it as it is important that we are as up to date as possible as we move forward on our library project. Parking meters around the library can be paid through a Parkmobile app. This is part of a city wide pilot program. The meters also can be paid in the usual way.

5. Old Business: Sally Miller pointed out that the Trustee’s staff appreciation gift of cookies and a card was delivered to the staff. Nancy noted that the gift was very well received.

6. New Business: none

7. Possible Executive Session

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

VOTED: to adjourn the meeting - passed unanimously. Meeting adjourned at 7:06 pm.

Submitted by

William Stroup
Secretary

Next Meeting:
February 25th 2014
5:00 PM
Keene Public Library