

**KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, June 24, 2014**

Present: City Council Liaison David Meader, Nat Stout, Paul Henkel, Sally Miller, Judy Putnam, Kathleen Packard, Charles Redfern, Georgia Tasoulas, and Library Director Nancy Vincent.

1. Meeting called to order at 5:00 pm, Paul Henkel
2. The minutes of the May meeting were approved unanimously with a name correction amendment.
3. Chair Henkel announced that Lynn Simington and Judith Noonan resigned from the Board, which left two positions open. Trustee expressed appreciation for their service.

COMMITTEE REPORTS:

Finance- No report.

Treasurer's Report- No report.

Buildings & Grounds- Chair Henkel reported that John Mitchell from Keene High School had donated plants to the library. In addition, The Daughters of the American Revolution has offered a donation of lilacs. The location of the plantings was discussed, and whether a general policy should be established.

The Chair also noted that the Winter Street infrastructure project will involve some additional plantings.

Motion: To accept the four purple lilacs from The Daughters of the American Revolution. Motion passed unanimously.

Outreach & Marketing- No formal report, except Nancy Vincent noted the general public knowledge of the library's programs has been on an increase.

Long Range Planning- Sally Miller reported the chosen architect for the library and annex connector came in with a bid within budget. Sally added four of the twenty-three items are outstanding in the negotiations, which should be completed soon. Sally expressed her opinion that the negotiations with the architect are going very well.

Fundraising- Judy Putnam reported the need for a feasibility study for fundraising for the Library project, but that prior to that a case statement must be developed. Judy also noted the need to establish a trust fund with the City of Keene. Sally and Nat Stout discussed the

processes involved in establishing the trust fund, and who has control over allocations and expenditures. Nancy explained that the guidelines would be established when the trust fund is set up and that the City Trustees of the Trust funds monitor expenditures to make sure that they comply with those guidelines. Sally offered to develop a flowchart of the process.

Fine Arts- Judy stated all the chairs in the Green Room have been re-glued and refurbished and now are in good shape.

Policy- No report.

Friends of the Keene Public Library-

The board approved having the Friends of the Library serve as the fiscal agent for the hiring of a professional contractor for the fundraising committee of the library expansion project.

Horatio Colony Museum- Paul distributed copies of the event schedules for June through August.

Cheshire County Literacy Coalition- No report.

DIRECTOR'S REPORT:

Nancy reported the Calendar of Events software is currently in transition to a new platform.

She noted BJ Wahl will completely retire from service in July. The summer reading program had its kick-off. The new slab for the book drop in the front of the library will be poured next week. She added the existing cement in front of the library is being looked into for safety reasons

OLD BUSINESS: No items discussed.

NEW BUSINESS: No items discussed.

Chair Henkel reminded members August 26th will be the annual meeting.

At 6:00pm, the meeting was adjourned unanimously by motion.

Respectfully submitted by
Charles Redfern

Next Meeting:
August 26, 2014, 5:00 pm
Keene Public Library