

**KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, March 25, 2014**

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

1. Meeting called to order at 5:00 pm, Paul Henkel
2. The minutes of February 25 were presented for approval. On a motion by Lynn Simington and seconded by Sally Miller

VOTED: to accept the February 25 minutes - passed unanimously.

3. COMMITTEE REPORTS

- a. **Buildings and Grounds.** The Library is working with Med Kopczynski, Assistant City Manager and Director of Health, Code and Facilities Departments regarding basement flooding and storm water runoff. Currently above-ground pipes are in front of the building to move water and snowmelt away. Work and analysis continues, as well as awareness of oak tree root issues in front of building. More to report next month.
- b. **Finance.** The NH Charitable Foundation returned funds from the Elizabeth Jones Trust Memorial . Sally Miller and Judy Putnam will be meeting with Terry Knowles from the State Attorney General office and a representative from the Foundation to determine how the returned funds should be handled. Sally Miller encouraged all trustees to make an individual contribution to the Keene Public Library Endowment fund which is held by the NH Charitable Foundation, yearly at the trustee annual meeting.
- c. **Treasurer's report.** No report.
- d. **Community Outreach.** did not meet this month. Will meet April 8.
- e. **Long Range Planning Committees.** Interviewed 6 of 12 applicants for statements of qualifications. Top three rated firms were identified. The next step in the process is to send the recommendation to the City Manager for him to send on to City Finance, Operations and Personnel Committee and then to City Council to receive approval for the City Manager to negotiate and execute a contract for Schematic Design. Capital campaign co-chairs will be Judy Putnam and Friends president Jane Pitts. They will be

discussing the best way to handle campaign contributions with Terry Knowles from the State Attorney General's office.

- f. **Fine Arts.** No report.
- g. **Policy.** No report.
- h. **Friends of the Keene Public Library.** Book sale April 4-6.
- i. **Horatio Colony Museum.** No report
- j. **Cheshire County Literacy Coalition.** Received \$1000 award from Success by Six, a joint committee of the Keene Rotary and Keene Elm City Rotary clubs, designated for the Reach Out and Read program of the DHK/CMC

4. Director's Report:

- 1. Budget is in process so they can find out where they are with each department.
- 2. Lindsay Runyan is leaving—she is from the Teen services department. We are going to need a full-time person to keep top people in that position. We need to hire two interns within the terms of the “summer of making” grant.

5. Old Business: Question about admin assistant position. Sean Wiley will be Administrative Assistant I. He comes to us from Antioch, and worked on local United Way committee. Pat Holmes has retired; her position was called Office Manager.

6. New Business:

7. Possible Executive Session

Meeting adjourned at 5:40pm

Submitted by
William Stroup
Secretary

Next Meeting:
April 22nd, 2014
5:00 PM
Keene Public Library