

KEENE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, November 19, 2013

Present: Ruth Venezia, Kathleen Packard, William Stroup, Sally Miller, Judy Putnam, Judy Noonan, George Scott, Nat Stout, Paul Henkel, Ken Jue, Lynn Simington, Nat Stout, Georgia Tasoulas, and Library Director Nancy Vincent, Gail Zachariah, Library staff.

1. Meeting called to order at 5:00 pm

We began with a model of the long-range planning committee presentation to the city council. December 5<sup>th</sup>, (see attachment). Nancy, Jennifer Bone, Jane Pitts, Paul Henkel.

Draft with all parts except the Sully sections. Reminder of knowing the city's needs. Fact sheet for councilors will be developed and distributed before their meeting.

2. The minutes of September October 22 were presented for approval.

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

VOTED: to accept the October 22nd minutes - passed unanimously.

3. Committee reports:

- a. Finance. Met 11/19 discussed annex matters. Eventual capital campaign. How it might be structured.
- b. Treasurer's report: included last time. No report.
- c. Building and Grounds committee met 11/6, discussed plans and scope of annex project. Road improvement project: temporary paving last Thursday, final paving will have to be left until Spring. Two more weeks of work is expected. Maintenance: controls contractor testing valves Nov 4. Bob Grier retiring Nov 30, looking for replacement, Landscaping: temporary road from West St. now closed. Arbor vitae will be replanted soon. Landscaping in the spring.
- d. Community Outreach: Reshaping on the committee, Judy has been working with the committee—we may need to update our lists. Beth Truman will be retiring from that committee. Jill Cielinski will continue to work with the committee, meets second Tuesday of the month. Marketing and communication plans. 3D printer events. Help using Kindle and other tablet e-readers.
- e. Long Range Planning Committees: Dec 5<sup>th</sup>. We would like all of the friends and trustees board members to attend the City Council meeting on December 5<sup>th</sup> at 7:00 pm. The presentation of the library project will be first on the agenda. Request for proposals for schematic design next step in the process and will go out in December.
- f. Keene Library Annex Advisory Committee: Minutes were already shared with the full trustees and Friends boards.
- g. Fine Arts: No report.
- h. Policy: Planning to meet soon to create an initial policy for the 3D printer based on notifying users of legal issues. Plan to share language at the December meeting.

- i. Friends of the Keene Public Library: Met to discuss proposed budget, looking for library to bring requests for equipment and programming in December. Book sales and membership appeals. Strong board. Commended on its transparency in financial reporting. Paul Henkel attended to tell them how much he enjoys working with them and to thank them for all their hard work and support for the library and the project.
- j. Horatio Colony Museum: Reviewed plans and policies for the museum. Will confirm plans for Dec 17<sup>th</sup>. Library Trustee meeting to be held at the museum.
- k. Cheshire County Literacy Coalition: No report

4. Director's Report: Road project has been a challenge, but patrons have been remarkably resourceful and even-tempered. Staff has answered questions and rolled with it. Thanks to the staff for handling it all so well. Snow removal coming up. City will contract for that service. Volunteer luncheon Dec 16 at noon.

5. Old Business: Parking meeting went well. Distributed schematic views and description of city parking proposals to date.

6. New Business:

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

VOTED: to adjourn the meeting - passed unanimously.

Meeting adjourned at 6.04 pm.

Submitted by

William Stroup  
Secretary

Next Meeting:  
Tuesday, December 17, 2013  
5:00 PM  
**Horatio Colony Museum**