

KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, November 27th, 2012

Present: Paul Henkel, Malcolm Katz, Sally Miller, Judy Noonan, Judy Putnam, Lynn Simington, Bill Stroup, Director Nancy Vincent, City Councilor Ruth Venezia, and guests, Wes Cobb and Nat Stout, and three observers.

1. The meeting was called to order by Vice President Paul Henkel at 5:00 PM.
2. The Minutes of October 23rd were presented for approval.

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

VOTED: to accept the October 23rd Minutes – *passed unanimously*

3. COMMITTEE REPORTS:

a. Finance:

Treasurer's Report:

The annual review of Trustee Accounts with Allen Mendelson will take place on December 18th at 8:30 a.m. in the Library Green room. The proposed revised Trustee bylaws will authorize the Treasurer to sign checks up to the amount of \$5,000. Checks over \$5,000 will require authorization from the Board President. The proposed bylaws will be sent out next week to be put on the agenda for approval at the December Board meeting. A bequest from the estate of Shirley Palone in the amount of \$5,600 has been gratefully received for the Keene Public Library Fund.

b. Building and Grounds:

There is a plan to replace carpeting in worn areas of the Library. Councilor Ruth Venezia advised staying away from carpeting processed with formaldehyde.

The HVAC system is being recommissioned. Two days of testing the process of air distribution was done to replicate the original function of the system.

c. Community Outreach:

The Committee is still reviewing the results of the survey to see what groups might not be currently served by the Library. The pre-school programs are presently being reviewed. Parking is being discussed by the committee, and how to make it as easy as possible for patrons during the coming months of courthouse construction. Possibly a map with currently available parking lots nearby might be designed by the City, and made available at the Library for distribution. The City bus may have to adjust their scheduled stop outside the Library. There will be a City

2013 Infrastructure Presentation December 11th from 6:30 to 9:00 at Heberton Hall to discuss the Summer and Winter St. reconstruction. Also, a temporary Access and Exit from Heberton Hall parking area onto West Street may have to be developed.

Long Range Planning Committee:

No word yet on when the LYRASIS webinar will be rescheduled; it will probably be sometime after the first of the year.

d. Fine Arts:

The committee arranged for Karen Lyle and her assistant to bring the unframed Faulkner drawing back to the Library, along with samples of frames, plexiglas and Option glazes. The upstairs hall area was measured to see if spacing would allow for the extra inches of matting and new frames, and was found to be adequate. When the samples of plexiglas and the more expensive Option were held over the unframed drawing, from certain angles the Option, although giving greater clarity to the drawing, cast a definite purple reflection. Plexiglas seemed a safer choice. After viewing several different samples of frames over the drawing, one wood framed was agreed upon. The final cost for reframing the four valuable Faulkner sketches with new acid-free backing, matting, plexiglas and frames will be \$4,500. The committee recommended that the Board give approval to the reframing order.

On a motion duly made by Judy Putnam and seconded by Malcolm Katz, it was

VOTED : to authorize the reframing of the four Faulkner drawings by the Creative Encounters shop, at a total cost of \$4,500, and to continue seeking donations to offset the cost of the project – *passed unanimously*

e. Policy:

The committee continues to work on the bylaws, and expects the revised draft to be emailed to the Board by next week. Voting on the changes will be at the December Board meeting.

f. Friends of the Keene Public Library:

The Friends Board approved the purchase of museum passes.

g. Horatio Colony Museum:

The Museum has been listed on the State Register of Historic Places.

h. Cheshire County Literacy Coalition: No report

DIRECTOR'S REPORT

Two new part-time employees have been hired to replace a full time employee. A current goal is to have more of a team in the Youth Department.

The World War I and World War II plaques have been hung.

A state representative will walk through the Library to see if the Library has historic significance to apply for listing on the State Register of Historic Sites. The question is, what are the implications for the Library?

The annual Holiday luncheon will be held from 12:00 to 1:30 at Heberton Hall on Monday, December 17th.

4. Old Business:

The premiere for the latest Reflections movie will be held on Sunday, December 9th at 2:00 PM at the Mabel Brown room at the Keene State College Student Center. The title of the new film is **“Reflections From The Mayor’s Office”**.

5. New Business: None

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

VOTED: to adjourn the meeting – *passed unanimously*

Meeting adjourned at 6:07 PM

Respectfully submitted,

Judith M. Noonan
Secretary

Next Meeting:
Tuesday, December 18th, 2012
5:00 PM
Horatio Colony House Museum
(parking behind St Bernard’s Church)