

KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, February 26, 2013

Present: Paul Henkel, Sally Miller, Judy Noonan, Kathleen Packard, Judy Putnam, Lynn Simington, Beth Truman, Director Nancy Vincent

1. The meeting was called to order by President Beth Truman at 5:04 PM.
2. The Minutes of January 22nd were presented for approval.

On a motion duly made by Sally Miller and seconded by Paul Henkel, it was:

VOTED: to accept the January 22nd Minutes – *passed unanimously*

3. COMMITTEE REPORTS:

a. Finance:

The Finance Committee met to review the City budget proposal for the coming fiscal year. The Library will accept that the materials budget is to remain at the same level as the previous year, if the Friends can contribute as generously as they have in the past. However, the Library expects the materials budget will be higher for the year 2014. The expenses for the last of the Reflections projects have been finalized with the Friends. The Library will request that up to \$25,000 (of \$67,000 which has accumulated) from the Library Annex Cost Center be used for a visioning process for long range planning for development of the Library Annex.

b. Building and Grounds:

The Buildings and Grounds Committee met to discuss financing of the future Annex center.

Projects to be added to the City CIP project list for 2016 include replacement windows on the Library's second floor (third floor has already been done) and Library Annex roof work.

Carpet replacement costs for the library are being explored.

Maintenance for the HVAC system has been put out for quote, and future maintenance issues for the Annex were mentioned.

c. Community Outreach:

The goal of the Outreach Committee is to attract as many preschool families to the Library as possible. Gail has designed a poster advertising Storytime and other activities, along with the Library's address and phone number, which will be given to the agencies in the area who deal with families of preschoolers.

The SAT prep program will be given on four Saturdays in March. Eighty students have already signed up.

The short survey designed by Gail to gauge male interest in future programs at the Library was given out during the Astronomy lecture series. Only two were returned, one was from a woman.

d. Long Range Planning Committee:

Sally Miller explained that the Committee for planning the Annex project now includes three Friends, Jill Cielinski, Jane Pitts and Paul Ledell. The Committee will meet twice a month at 11:00 AM on the second and fourth Wednesdays. All Trustees are welcome to attend. Lyris Consultants will give their final report, but more professional help is needed for the scope of the project. All Trustees present gave their verbal approval to contracting with a planner to help with the visioning process and planning for the Annex development.

e. Fine Arts:

The Faulkner sketches are back! Not only are they beautifully reframed, but have already been hung in the upstairs hallway. Creative Encounters did a great job, and the new frames truly enhance the wonderful detail of the drawings.

f. Policy:

The Policy Committee has been working on updating the Policy Manual to bring it up to the standards of current practice. After discussion and review of all the recommended changes, and many thanks to Kathleen Packard , chair of the Committee,

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

VOTED: to accept the Policy changes. – *passed unanimously.*

g. Friends of the Keene Public Library:

Three members of the Friends Board have joined the Annex Advisory Committee: Jill Cielinski, Jane Pitts, and Paul Ledell. The Friends have also given their approval for contracting with a planner to help with the Annex development project.

h. Horatio Colony Museum: No Report

i. Cheshire County Literacy Coalition: No Report

4. DIRECTOR'S REPORT:

Director Nancy Vincent explained that the position of Young Adult Librarian is a part time position. The library recently hired a highly qualified person, but she was offered a full time position in her home time, and will be leaving. The library will reopen the position. At this time of tight budgets, only part time positions are being offered. The savings come from not having to offer a full benefit package to part time employees.

5. Old Business: None

6. 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 6:22 PM

Respectfully submitted,

Judith M. Noonan
Secretary

**Next Meeting:
Tuesday, March 26th, 2013
5:00 PM
Keene Public Library**