

**KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 22, 2013
Keene Public Library Trustees Room**

Present: Beth Truman, Paul Henkel, Sally Miller, Kathleen Packard, Judy Putnam, Lynn Simington, Georgia Tasoulas, Nat Stout, Director Nancy Vincent.

1. The meeting was called to order by President Beth Truman at 5:05 pm.
2. The minutes for the December 18th were corrected:
Beth thanked Anita Carroll Weldon for hosting the meeting at the Horatio Colony House Museum.
In Old Business: change "Reminiscence," to "Reflections."
In New Business, add Ken Jue and Sally Miller to the ad hoc committee on the Library Annex. This makes a total of 5 trustees.

On a motion duly made by Paul Henkel and seconded by Lynn Simington, it was:

VOTED: to accept the corrected minutes- passed
unanimously

3. COMMITTEE REPORTS

- a. **Finance:** Judy Putnam presented the Treasurer's Report for the second quarter. There were a number of generous gifts to the library and a bequest. The unrestricted bequest from the estate of Shirley Palone has been received and amounts to \$5,686.70. A gift for the purchase of chairs in memory of Constance Wood was received (\$3,178.80) and the chairs have arrived and are in use. A gift of \$1,500 was received from Mary Ellen Moore for the purchase of audio books. Contributions totaling \$1,400 have been received toward the reframing of the Barry Faulkner drawings. In all, gifts and grants received totaled \$12,711.50.

On a motion duly made by Sally Miller and seconded by Kathleen Packard, it was:

VOTED: to accept the gifts and grants listed in the report –
passed unanimously.

On a motion duly made by Sally Miller and seconded by Kathleen Packard, it was:

VOTED: to accept the Treasurer's report — passed
unanimously.

The finance committee, at its regular meeting, discussed the city budget process. It also had discussion about the use of online Library Insight Calendar software to automatically notify committee members of meetings.

b. Buildings and Grounds

Paul Henkel reported that there was no meeting of the Buildings and Grounds committee this past month.

Paul went on to report on a public meeting held January 14 with Public Works Director Kurt Blomquist and project engineers for the work on Summer, Winter, Middle and Center Street. At that meeting Paul presented the idea of a temporary loop circling the Library Annex, allowing access from West Street using the original curb cut that leads to a road between the library and the annex, allowing angled parking on the south side of the Annex and allowing right turn only egress to West St. during the work. If the angled parking and egress to West St. is successful, approval will be sought for it to be a permanent egress. The loop is meant to improve access to the library during the period of road construction, when access will be a big challenge.

At that meeting neighbors and interested parties discussed the problems of parking in the area. With the loss of the lot behind the Court House, the loss of spaces in the County Registrar's Lot and the loss of spaces in the Gilbo Avenue lot there is a loss of 30 spaces previously used by staff and patrons. There is a lot of pressure in the area, and the Library wants to maximize parking for its patrons.

There will be a meeting on January 23 of the Municipal Services, Facilities and Infrastructure Committee to approve the final parking plans for the period of the project. Paul plans to attend.

c. Community Outreach

Lynn Simington reported that based on the survey of 2010 the committee is working on outreach to families with special regard to literacy. They are developing a bookmark with the Reach Out and Read program, highlighting

activities at the Keene Public Library. They are also developing a poster with similar information. The survey found that men between 30 and 50 are using the library at a lower rate than the general public, and they are looking into ways to serve that group.

They discussed parking, and the impact of lack of parking on evening programs.

d. Long Range Planning

The Library Annex ad hoc committee, formed last month, met with City Manager John MacLean to hear his thoughts about the Library and its future direction, especially with regard to the development of a plan for the Annex. He explained that while the Library is important to the high quality of life in the community, the City is not able at this time to fund major capital improvement projects. However, the next couple of years might be a good time to look at supporting a project with a capital campaign and tax incentives.

There was discussion on the implications of the meeting. Paul Henkel pointed out that we need to be working in three areas: the development of a library vision, including programming, which would happen in both buildings; the development of a plan for the physical structure of the Annex; and the development of a plan for funding the project. All areas are equally important and are very challenging.

The Friends of Keene Public Library should be involved in this project, and in order to include non-trustees on this committee

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

VOTED: to make the ad hoc Library Annex Committee an advisory committee: the Library Annex Advisory Committee – passed unanimously.

e. Fine Arts Committee

The Fine Arts committee did not meet, but Judy Putnam reported that the four Barry Faulkner drawings have been moved to Creative Encounters where they are being remounted and reframed. The drawings should be back in the Library by the end of January. At this time, \$1,400 has been contributed to this project.

f. Policy Committee

Kathleen Packard reported that the policy manual is being updated. Policy in the area of the use of Heberton Hall, the materials selection policy, and the

internet access policy are being reviewed. There may be some changes to be voted on at the next meeting.

Beth asked if revisions could be sent to board members before the next meeting. Discussion will occur at the next meeting.

Kathleen is making sure that the version of the policy found on the web site is up to date.

g. Friends of Keene Public Library

Three members of the Friends have volunteered to be on the Library Annex Advisory Committee.

h. Horatio Colony Museum

No report. The Board enjoyed meeting there for the December meeting.

i. Cheshire County Literacy Coalition

No report.

4. DIRECTOR'S REPORT

Samantha Bodine is a new part time employee. She assumes a Library I position for Young Adults.

The City Capital Improvements Projects budgeting process has begun.

There being no Old Business and no New Business,

On a motion duly made by Sally Miller and seconded by Georgia Tasoulas, it was

VOTED: to adjourn the meeting – passed unanimously.

The meeting adjourned at 6:30

Judith Putnam

Next Meeting:
Tuesday, February 26, 2013
5:00 PM
Keene Public Library