

**KEENE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, March 26<sup>th</sup>, 2013**

Present: Paul Henkel, Ken Jue, Sally Miller, Judy Noonan, Kathleen Packard, Lynn Simington, Nat Stout, Director Nancy Vincent, Leon Goodwin from City staff, Ruth Venezia, Council liaison, and a KSC student.

1. The meeting was called to order by Vice President Paul Henkel at 5:09 PM.
2. Leon Goodwin, a representative from the City Attorney's office, gave a short information session regarding Board functions and the Right to Know Law. The main point of the talk was that meetings of any public body must be open to the public, and have public notice of meetings and agendas posted at least 24 hours in advance. This includes committee meetings, as well as board meetings. Notes or minutes must be taken and made available to the public. However, non-public sessions regarding personnel issues may occur. Mr. Goodwin handed out further information regarding guidelines for public meetings, the Right to Know Law, and conflicts of interest.
3. The Minutes of February 26th were presented for approval. After a correction by Lynn Simington on the Outreach Committee section regarding material for the SAT prep course, remove "and the Library supplies the materials needed".

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

VOTED: to accept the February 26th Minutes as amended – *passed unanimously*

**4. COMMITTEE REPORTS:**

**a. Finance:**

Treasurer's Report:

A report on the City-held Trust Funds was made to the Finance Committee by Nancy Burrige, Purchasing Assistant for the City of Keene, and the investment policy reviewed. A point was made that restrictions on trust funds may be petitioned to the State Attorney General's office to be changed. A packet on the Library Trust Funds may be available for the Trustee's April Board meeting.

**b. Building and Grounds:**

Judy Noonan has been appointed as a new member of the Committee. At a recent City Planning meeting it was decided to temporarily allow westbound traffic from West Street to make a right turn into the Annex parking lot during the construction project.

**c. Community Outreach:**

The committee is reviewing their budget.

**d. Long Range Planning Committee:**

The Library Annex Advisory Committee is preparing for the first phase of its “Visioning” process. In response to the City’s ‘request for quote’ for a Library Planning consultant, five firms have responded. The committee has selected three for interviews starting early in April. Malcolm Katz has resigned from the Library Board, as his firm may be considered for the project.

**e. Fine Arts: No report**

**f. Policy:**

The committee has distributed the changes that have supplemented and updated the Library policies. Many thanks were given to Kathleen Packard and her committee.

**g. Friends of the Keene Public Library:**

The Friends have established a Finance Committee which will restrict financial requests to once a year, in November, to better aid in their planning. The next Book Sale will be April 5<sup>th</sup> and 6<sup>th</sup>.

**h. Horatio Colony Museum: No report**

**i. Cheshire County Literacy Coalition: No Report**

**5. Director’s Report**

The City has not yet finalized their budget. Retirement and health insurance costs have increased substantially. The final public review of the city budget will be June 6<sup>th</sup> at 7:00 PM at City Hall. Advertisements will be placed for a part-time Digital Services librarian and a part-time Young Adult librarian.

**6. Old Business: None**

**7. New Business: None**

On a motion duly made by Ken Jue and seconded by Kathleen Packard, it was:

VOTED: to adjourn the meeting – *passed unanimously*

Meeting adjourned at 6:37PM

Respectfully submitted,

Judith M. Noonan  
Secretary

**Next Meeting:  
Tuesday, April 23, 2013  
5:00 PM  
Keene Public Library**