

Policy Committee Meeting APPROVED

December 12, 2022, 10:00am -12:00pm

Present: Kathleen Packard, William Stroup, Judy Putnam, Jane Pitts, Paul Henkel, Marti Fiske, Susan Bloom

Absent: Pam Slack

This joint meeting was scheduled to review proposed language to modify the City Code related to Duties of Library Trustees and Sources of Financial Support.

Packard opened with comment that this was an important discussion for the Trustees in terms of rights and responsibilities of the Library Trustees.

Fiske reviewed the issue with regard to accepting gifts of personnel property and that a decision needs to be made on how to move forward with accepting all or parts of the proposal from the City.

Henkel commented that this revolves around the definition of Public Funds and Putnam followed up with a comment that the Trustees do not spend Public Funds. Fiske confirmed that the Trustees do not spend Public Funds but provide oversight.

Henkel acknowledged that the Trustees cannot accept a donation that would commit future years of public funds. He did not see that language in paragraph 6 limiting what the Trustees have done in the past.

Packard expressed concern that Trustees might be limited by the City process for donations of personal property over \$5000. Fiske said that the language does not make the intent clear and could be clarified.

The attendees discussed different examples of personal property donations including a book mobile, and a piano. Putnam said any gifts that require maintenance by the city should be submitted for consideration.

The attendees discussed various processes on how to track agreements on who is responsible for maintenance of personal property donated to the Library. This tracking would help both the Trustees and the City in the event of any questions in later years. Both the Annual Report and real-time methods were discussed as possibilities.

The attendees discussed appraisal of personal property donations and want to avoid being responsible for appraisals. Putnam said that the Trustees should be able to make a decision to accept a personal property donation.

The attendees reviewed the proposed language from the City and agreed recommend the following:

Sec. 2-959. Duties (10) Prepares and submits to the City a report on the acceptance of unanticipated and Non-Restricted Funds as defined in section 2-960(5) of \$5,000 or more within a reasonable time after the acceptance of the funds.

Unanticipated Funds: The Library Trustees shall have the authority to apply for, accept, and expend, unanticipated money from public or private sources in accordance with any public hearing requirements of RSA 202-A:4-c ("Non-Restricted Funds"). Any funds available through direct federal grants, or federal

pass through grants, all grants of \$5,000.00 or more from any source, and all grants or donations of money intended to support library payroll related expenses (collectively "Restricted Funds"), shall be accepted by, and managed by, the City.

Gifts of Personal Property: The Library Trustees shall have the authority to accept gifts of personal property, other than money, in accordance with RSA 202-A:4-d. No acceptance of any personal property under the authority of this section shall bind the City or the Library Trustees to raise, appropriate, or expend any public funds for the operation, maintenance, repair, or replacement of such personal property. Personal property gifts that would require the City or the Library Trustees to raise, appropriate, or expend any public funds for the operation, maintenance, repair or replacement of such personal property, shall be submitted to the City for consideration and action.

If needed:

The Library Trustees shall provide an annual report to the City Manager with a list any gifts of personal property that were accepted which will require funds for the operation, maintenance, repair or replacement of such personal property. The report shall include how the Trustees will provide such from non-public funds as long it remains in their possession.

The next step is for the policy committee to go to the full board for review and then communicate back to the city manager with language they would be willing to accept. Stroup proposed the motion and Packard seconded and both voted yes.