

Keene Public Library Board of Trustees
Trustees Room, KPL
April 25, 2017

Present: President Kathleen Packard; William Stroup; Judy Putnam; Sally Miller; Nat Stout; Don Wilmeth; Library Director Nancy Vincent; Charles Redfern; Jennifer Alexander; Paul Henkel; Jeff Hoover; Kathleen Kennedy Burke, Ken Jue

Absent: George Scott; Councilor Carl Jacobs

The meeting commenced at 5 p.m.

Cards: A Get Well card for Jack Dugan was circulated for board members' signatures. A Thank You card for Patty Farmer also was circulated for board members' signatures.

Judy said Patty was a terrific asset and thanked her, in absentia, and said Julie Dickson will take on Patty's former responsibilities on a very part-time basis.

Minutes: Kathleen Packard noted that the minutes needed to be corrected to reflect the fact that Judy, although a speaker at the recent NHPR event in Heberton Hall, was not a panelist.

Kathleen Kennedy Burke noted that she had not received the last minutes.

MOTION: Paul moved to accept the minutes with the correction noted by Kathleen Packard, Judy seconded. The motion was approved unanimously.

Finance Committee: Ken brought up succession for the assistant library director position. The recruitment process for the assistant director was discussed.

A first look at the trustees' proposed budget shows it is very similar to that of the previous cycle, Ken said.

Judy handed out the quarterly financial report and explained items within the budget. The only expenses for the quarter reflected outreach programming and staff conferences

MOTION: Sally moved to accept the report as presented, Ken seconded. The motion carried unanimously.

MOTION: Sally moved to accept all donations and grants for the quarter, Ken seconded. The motion carried unanimously.

Architect Update: Jeff said bid documents were released to prospective subcontractors on April 7.

Agenda were sent to prospective subcontractors April 21 incorporating all the responses of third-party reviewer, including answers to between 40 and 45 questions for the contractor. A non-mandatory walk-through was provided to interested bidders April 19, and about 20 subcontractors attended, which was a very positive turnout. For each sub-contract in the project, there appears to be an average of three different parties interested.

A meeting is set for May 17th, when a guaranteed maximum price (GMP) will be set. This process helps achieve the highest discount on work.

Jeff said that on April 24, brick samples were taken from the annex for testing to determine resiliency of the bricks and mortar to cold conditions, particularly to lower temperatures that will occur if insulation is installed. Results will take between four to six weeks and will determine the level of insulation to be installed in the walls. Too much insulation could compromise the integrity of structure, Jeff said. The installation of some insulation has been included in bids, Jeff said. The maximum insulation would be 3-1/2 inches thick. An air and vapor barrier will be included. More cost-effective is insulation of the roof and windows, he said. Pay back or insulation off walls will take the time span of several generations, he said.

Jeff said that to date, there is no indication that any of the original bricks show failure. No assessment of the foundation is being made, he said.

Building and Grounds

Kathleen Packard said People's Bank will offer 25 parking spaces during construction by Engelberth's. The budget has been level funded. The landscape and tree-trimming budgets were not included into the City Manager recommendations. Kathleen Packard said she expected an answer next week as to when Sarah Stockwell will work begin anew on landscaping, but that the work should be done by the trustees' meeting.

Part time custodian position has been offered to a promising candidate, Kathleen Packard said. She added that auto-flush toilets have been installed in the youth library and new drinking fountain has been installed in the basement.

Paul said high school student volunteers will be using equipment to get more air and water into and around the trees on the library campus. They will also put in Micorrae around the trees and will plant flowers in the library urns.

Community Outreach

No report.

Long-range Planning

Sally noted that every member of the KPL Board of Trustees should be receiving reports from the Keene Library Annex Advisory Committee (KLAAC). She said the furnishing and equipment groups have met with Jeff.

Chuck asked if a New Market Tax Credits award for the project had been locked in yet. According to Nancy, the money was distributed eight or nine months ago to the banks. She said MEDC is confident that the money is there.

Judy reported briefly on fundraising, noting that \$4.35 million or 87 percent of the goal has been raised.

Fine Arts

No report

Policy:

No report

Friends of the Keene Public Library

Nancy said the Friends were pleased with the money raised by the spring '17 book sale. The next objective is to start preparing for next book sale. Book donations will not be accepted until later in May, she noted, as a book transfer to the county storage area is being arranged.

The Friends have selected next year's officers, she said. They will have an annual meeting but no presenter this year, Nancy said.

Don noted that the book sale raised about \$11,500, which is comparable to last year and was very much on target for sales.

Sally noted that Kathleen Kennedy Burke has stepped up to be the Board of Trustees' representative on the Friends board.

Horatio Colony Museum

No report.

Cheshire County Literacy Project

No report.

Director's Report

Nancy said she would soon be attending a meeting of the “position control” committee at the city to defend the assistant director position. The committee consists of each assistant city manager and several other city employees. After the committee’s recommendation, the city manager will make his decision on whether it gets filled.

Nancy noted that she would be attending, with Patty Farmer, to pass on a contribution of \$130,000 in cash to the trust fund before the Finance, Organization and Personnel Committee (FOP) of the City Council.

Nancy noted that budget review by the FOP would occur on May 9 and that a full list of all budget review sessions has been published in prior meeting minutes.

Nancy passed around the trustees’ contact list for the board’s review.

Nancy noted that a part time custodian candidate has accepted the position. A technicality in background checks have delayed the hire, she said.

Old Business

None.

New Business

Kathleen Packard noted that NH Library Trustees Association annual conference was scheduled for Tues. May 23. She said she would send an email reminder to board members.

Adjourned

MOTION: Ken moved to adjourn the meeting at 5:50 p.m., Don seconded, the motion was approved unanimously.

Respectfully submitted,
Nat Stout, Secretary