

Keene Public Library Board of Trustees

September 26, 2017

Trustees Room, KPL

Present:

Trustees Nat Stout, Ken Jue, Judy Putnam, Don Wilmeth, George Scott, Charles Redfern, Sally Miller, Bill Stroup, Kathleen Kennedy Burke, Kathleen Packard, Paul Henkel, Jennifer Alexander, Library Director Nancy Vincent

Called to at 5pm by President Nat Stout.

Motion: Approve minutes from August 22nd meeting. Moved by Judy Putnam seconded Ken Jue. Approved unanimously with corrections of year to 2017.

Committee reports:

Library Finance: We are waiting to hear of the official appraisal on the Library Annex property. The value is important as it is calculated into the NMTC funding equation. Finance committee wants to invite new senior city accountant to November meeting. Possible revisiting of Keene-link software yearly maintenance charges that are distributed between Keene State College and the city. Treasurer's report will be quarterly next month.

Buildings and grounds: Paul Henkel reported on review of issues related to renovation project, esp. parking concerns and access to book drop during construction. Engelberth assures us that we will be able to get to book drop during almost all of construction

The dead locks on the main floor bathrooms were replaced. The regular preventative winter maintenance is scheduled.

This committee will meet quarterly now; President Stout reminds all subcommittees to revisit standing meeting schedules for accuracy or planned changes.

Community outreach: Jennifer Alexander reported that Gail Zachariah wrote a report on monthly activities. Saturday Sept 30 is fall festival downtown. Working with the "outside the lines" program to bring the library in the community, the library will have a booth at the festival on the corner of Main and Court Streets.

Long range planning: KLAAC met with Bob Elliot from MEDC as guest. Update will be in minutes from that group.

With the change in the source of bridge loan funding, wording in the Development Agreement is revised with the deletion of the reference to the bridge loan and the inclusion of "City Funds of 1.8m.

Quitclaim form: The City, Friends and Trustees will need to sign a Quitclaim form that gives permission for the Library Annex to be sold. City Attorney Tom Mullins through email communication asked that all be aware that the Quitclaim does mean that the provisions of the use of the Library Annex and revenues derived from the use as outlined in The Agreement Among The Trustees of the Keene Public Library, The Friends of the Public Library and The City of Keene will not be in effect during the seven years that the property will not be city owned. Sally read the following communication to the Board.

The Trustees of the Keene Public Library, and The Friends of the Keene Public Library, acting through their duly authorized representatives, join in the execution of this Quitclaim Deed, and authorize this conveyance. Furthermore, the Keene Public Library Trustees, by execution of this Quitclaim Deed, hereby permanently waive the provisions of paragraph 10 of the said Agreement which states in part that “[t]he use of the Masonic Building and its grounds shall be governed by the KPL Trustees” Furthermore, the Keene Public Library Trustees and The Friends of the Keene Public Library, by execution of this Quitclaim Deed, hereby permanently waive the following parts of paragraph 9 of said Agreement: a) that part which states that reserves “office space for the Friends and their book sales, programs and activities, and b) that part which states that “Any revenue which is derived from the use of the land and buildings which are the subject of this Agreement shall be used to defray the cost of repair and maintenance of said land and buildings.”

The communication also reminded the Board that the Annex will retransfer back to the City at the end of the seven year MNMTC program and that the paragraphs from the agreement will be reinstated when the property is transferred back to the City.

Motion. The trustees authorize Paul Henkel or the president of the board to sign the quitclaim agreement between the trustees, the friends of the kpl, and the city. Moved sally miller seconded Don Wilmeth passed unanimously.

Groundbreaking ceremony: Nat asked that Sally as the Chair of KLAAC be the Board representative to discussion on the ground breaking ceremony. Sally will contact the Mayor and City Manager.

Salvage list: a memo has been sent to the City Manager asking that the Trustees be given the authority to handle any items that need to be removed from the Library Annex prior to construction.

Fine arts: A question emerged about community concern regarding the Barry Faulkner murals in the Bank of America building on Central Square. There has been some conversation on placing the murals in the library or in finding another suitable location. Judy will explore this and report back.

Policy committee met September 22nd. We considered an informal request from one of the library’s neighbors to limit wifi access to when the library is open. As the wifi is available outside of the library, people come during off hours to use it. The committee explored the issue. Nancy told them that a secondary issue had already been resolved. There is an electrical outlet on the outside front wall of the library that was being left on. People were coming to charge phones and other devices. This outlet has been shut off due to both expense and safety concerns.

Kathleen Packard shares the following statement from the Policy committee’s meeting minutes:

"The Policy Committee discussed the issues providing remote access to the Internet for a 24 hour period versus limiting access. And at this time we recommend keeping the wireless as is and consider it an integral part of Library services. However, we did identify that there was an open

available outlet on the front of the Library which has since been turned off by the City. We will continue to monitor the situation to see if further action is warranted.

Friends of the KPL met on September 13 and to vote on issues related to the renovation project. Friends' President Jill Cielinski thanked Jane Pitts for her service on the project's fundraising committee and for her Outstanding Woman award from the Keene Sentinel. Fall Book sale will be Oct 13-15 in the Old Court House. Book donations will not be accepted until late spring.

Horatio Colony Museum: Bill Stroup reported that a number of programs will be hosted at both the Main St House Museum and the Nature Preserve on Daniel's Hill Road and encouraged all to visit www.horatiocolony.org for calendar details.

Cheshire County literacy Coalition did not meet this month, but Jennifer Alexander reports that interest in bringing the group back into activity, especially in terms of connections to grants, is ongoing.

Director's report: "The renovation project is complicated," to say the least, and Library Director Nancy Vincent thanked everyone for contributions in many forms.

She also brought forth a request that a picture of the Old Courthouse that the library holds be loaned to the County so that it can be displayed during their fundraising drive.

The library will be a drop off point for a cell phone drive being held by the Monadnock Center for Prevention of Violence to raise awareness of how domestic violence impacts the whole community. MCVP recycles the cell phones through a program called Shelter Alliance. Shelter Alliance is the flagship program of GRC Wireless- a grassroots cell phone recycling program.. They have responsibly recycled millions of cell phones and smartphones since 2001 and are the trusted recycling partner to thousands of organizations and businesses nationwide. MCVP receives anywhere from \$0.10 to \$50 per phone depending on age and condition.

Newly hired Assistant Library director Tammy Parrot will be moving from Kansas City Missouri where she has been a Branch Manager for the Mid Continent Library System. We are all looking forward to her arrival.

Old Business: President Stout shared the list of standing committees, pointing out the need to update these including times when each committee regularly meets. Committees should meet three times a year. Please communicate this from every committee.

New Business: City Manager, Elizabeth Dragon, began Monday. We will send a nice letter to welcome her and invite her to a future meeting.

Motion to adjourn at 6.28

Submitted by Bill Stroup, Secretary