

**Keene Public Library**  
**Board of Trustees Meeting for October 23, 2018**

**Present:** Nat Stout, Judy Putnam, Jennifer Alexander, Paul Henkel, Katherine Kennedy Burke, Kathleen Packard, Sally Miller, William Stroup, Library Director Nancy Vincent, City Council Liaison Carl Jacobs.

Called to order at 5pm by President Stout

Minutes for September meeting approved on a motion by Sally Miller, seconded Judy Putnam, passed unanimously.

Committee reports:

**Finance.** This committee met and is bringing forward two motions along with its quarterly report.

First, tree removal and placement: narrowing down choice of trees, planting two to replace the two that have been taken down, estimated at 1300 to 1500 apiece. Rounding up to cover costs and to look into soil aeration in impacted areas.

**Motion:** “That the Trustees cover the cost of two replacement trees up to \$5000 and other related tree maintenance from funds already set aside for the renovation project.” Moved by Judy Putnam, Seconded Paul Henkel, passed unanimously.

Secondly, regarding funding a plaque for the time capsule to be created as part of the renovation project.

**Motion:** “That the Trustees allocate up to \$250 for the creation of two plaques for the time capsule.” Moved by Judy Putnam, seconded Sally Miller, passed unanimously.

Quarterly report (see attachment). Note plan to name parts of Jane Green’s gift to the library in a named restricted fund. We thank her for her dedication as a Trustee and for her legacy of support for the library.

**Motion** to accept donations in the report made by Sally Miller, seconded Kathleen Packard, passed unanimously.

**Motion** to accept grants in the report by Sally Miller seconded Judy Putnam passed unanimously.

**Motion** to accept the quarterly report by Sally Miller seconded Judy Putnam passed unanimously.

**Buildings and Grounds:** We regret the trees have to come down, but we’re going to treat them respectfully. Plans underway with experienced wood turners and plans for kiln drying for the older sugar maple. The close-up view of tree health during renovations made clear the necessity of removal. Working closely with the City and other experts.

**Community Outreach.** Jennifer Alexander shared details about the International Festival in September, in which the Library played a welcoming role.

**Long Range Planning:** Sally Miller reported that the project is moving along, with an expected date of completion to be in late December or into January. Hard to arrange tours now as the crews are very active in their work. Teen center is now open. Question about how we’re advertising that: working on

what hours we'll have someone there. Relation of programming to hanging out area. You can go in there to get things, but it's not a seating area for adults: meant for teens.

**Fine Arts:** no report.

**Policy:** Met on Sept 28, discussed draft proposal on meeting room use policy. This revision is still under development and we'll be bringing that back in the coming weeks. The policy committee will be looking at performance hall policies, special circumstances, and fee structures.

**Friends of the Library:** Kathleen Kennedy Burke reported that the Friends last met shortly before the fall book sale. Initial calculations \$10,125 on the fall book sale. About \$1,700 less than a year ago.

**Horatio Colony Museum:** no report

**Literacy Committee:** no report

**Director's Report:** Nancy Vincent reported that a committee to plan the big dedication is going to meet and will welcome new members. Making a strategic plan; looking to firm up dates. Requests have come in regarding landscaping and donation issues for the new property. This will be brought back after some initial research. Tremendous support and patience from the community during renovations, and thanks to the staff for ongoing professionalism during this transition.

**New Business:** A NHLTA workshop for December 13<sup>th</sup> includes sessions on trustee / library director relationships.

Also in new business, note that December meeting will be on December 18<sup>th</sup> at 5pm at the Horatio Colony House Museum on Main St.

**Motion** to adjourn by Judy Putnam seconded Jennifer Alexander passed unanimously; adjourned at 6.30pm.

Submitted by William Stroup, Secretary.