

**Keene Public Library**  
**Board of Trustees Meeting**  
**May 28<sup>th</sup> 2019**

**Present:** Trustees Nat Stout, Jennifer Alexander, Judy Putnam, Charles Redfern, Sally Miller, William Stroup, Paul Henkel, Kathleen Packard, George Scott; City Council Liaison Carl Jacobs; Library Director Nancy Vincent

Called to order at 5.02pm by President Nat Stout

**Motion** to accept minutes from April 23 meeting by Judy Putnam, seconded Charles Redfern, passed unanimously.

Committee reports:

**Finance:** This board had set aside \$10,000 from Trustee budget for opening events on June 23. Budgeted as well as we can, but did not included the plaque for donors. Listing councilors, donors, trustees, friends, architectural firm. Finance committee recommends adding 10g to our existing 10g from the 75g set aside for the whole project. We would still have 56g left.

**Motion:** That the Board add \$10,000 from funds already approved for the project for dedication event. Moved by Judy Putnam; seconded Sally Miller; passed unanimously.

Second finance item: Trustee budget. This was shared in email attachment. Expenses and expected income balance out. A substantial amount needed to complete Contract Two work from the unrestricted gift funds from Jane Green: these figures make the budget look larger than expected.

**Motion** to accept budget as presented, moved by Sally Miller, seconded Nat Stout, passed unanimously.

Also from finance committee: Issue of commercial fridge for the newly renovated kitchen. Refrigerator and freezer of that class each run \$2400. Finance committee is recommending \$5g from budgeted renovation project funds from Trustee budget for fridge and freezer. Last parts of new market tax credits put on hold until infrastructural projects are completed, so these would be otherwise unavailable for opening events.

**Motion:** “That the Trustees allocate \$5000 to purchase a commercial refrigerator and freezer for new kitchen with understanding that if funds are available at end of project we would be reimbursed.” Moved by Sally Miller; seconded Judy Putnam; passed unanimously.

**Building and Grounds:** Time capsule and its framing are proceeding for the opening through Melanson. Display of historic rheostat also should be ready for the opening. Working with “seed bank” idea as a vending facility with a grant coming forward. Grant to start, possibility of loaning hand tools out early on. Landscaping planning coming soon—possibility of garden beds on our campus. Looking at the possibility of the area outside the new maker space for planters. Consideration of plants for the rain garden.

**Community Outreach:** no report

**Long Range Planning:** KLAAC will meet again soon; members of the committee have spoken recently with Andy Bohannon from the City, confirming that the sidewalk is almost done, connector almost done, tying up all loose ends, reminded that the dedication WILL be in June. Next committee will meet the first and third Wednesday of next month. We will be sure that there are backup cookies. Everyone please bring two dozen cookies and deliver those to the kitchen. We will have tour guides and maps, but we would like to have people in all sections of the new campus to help people get oriented and the ceremony is from 2-6pm. Our featured June 23 speaker will be author Ernie Hebert, honorary chair of our capital campaign. Music and entertainment listing will be forthcoming. Sentinel will plan on full page ad and listing all the events and inviting people to come. Chamber of commerce has a newsletter but it also has an “e-blast” option which goes to 500-700 organizations, individuals, and memberships. We have the flyer, but we really want a color picture too. Thanks to all for spreading the word and getting our community excited about this grand opening event.

**Fine Arts:** Judy Putnam reported that the donated baby grand piano is in the upstairs hall. Will be tuned and voiced soon. Virginia Eskine will play it at the dedication. We should remove the capital campaign banner.

**Policy:** This committee met this month and reviewed a draft for the maker space policy as well as a few procedural items for some of the tools that will be available. No motion or proposal this month, but the committee will meet again in June.

**Friends of the KPL:** no report

**Horatio Colony:** no report

**Literacy:** no report

**Director’s Report:** Public hearing on budget this Thursday at 7pm. FOP made some changes at their meeting, mostly regarding requests from outside agencies; Library budget unchanged. Public input at May 30<sup>th</sup> meeting. Operationally: another staff person will be retiring, we always review current and future needs at such a moment, and the best ways to go forward, hiring part time circulation aides and youth aides.

We’re trying to go to a staff scheduling system, esp. with so many different desks and stations. With our knowledge base we should be able to make this work. We’re trying to support 29 people who need to know where to be to do a good job. We are working with the city on setting up the cost center for the new spaces (formerly the Heberton Hall fund) so that we can hire a meeting room supervisor. Trying to keep a fee structure reasonable, but also working towards cost recovery from those spaces.

Working on the no smoking policy for the whole library campus as part of this new dedication process. We will be bringing our proposed policy forward. One was passed in Lebanon, so there is a good precedent. Questions: smoking and vaping, e-cigarettes. We can post this and be as clear as we can be.

**Motion:** the trustees will approach the city council to approve a no smoking ordinance and/or policy for the newly expanded library campus. A request to designate the library campus as a nonsmoking space. Moved by Charles Redfern, seconded by Sally miller. Passed unanimously.

**Old business:** Trustees are reminded to watch for the progress of the Director’s search committee, esp. in terms of requests for calendar availability. Next regular meeting June 25<sup>th</sup>. The Trustees normally do not meet in July. Please note that we usually have an early August date for Annual Report requests including from the chairs of each committee, with Annual Meeting in late August.

**New business:** Charles Redfern reminds us of plans for a photo of the Board of Trustees at the dedication. We hope that Don Wilmoth, currently ailing, will be able to join us, and we have hired a photographer for the event.

**Motion** to adjourn by Judy Putnam seconded Kathleen Packard at 6.30pm

Submitted by William Stroup, Secretary