

**Keene Public Library**  
**Board of Trustees**  
September 24, 2019

Present: Jane, Jennifer, Kathleen Packard, Sally, Nat, Ken, Chuck Prigge, Carl Jacobs. Attending, but late: Bill and Paul.

5:17: Informal discussion, no quorum present

Jen acknowledged new member: Jane, and future potential new members Chuck and Carl  
Board members introduced themselves.

5:18: Bill entered the meeting, quorum reached

5:21 Call to Order

**Minutes to September meeting**

**MOTION** made by Bill and seconded by Ken to accept the minutes of the August 2019 meeting.  
Motion was approved unanimously,

**Finance Committee**

Ken discussed the demands on the board treasurer, Judy, who has served in that capacity over last decade. It is not realistic to think another board member will be able to take on this demanding role, he said. Minutes for Sept. 17 Finance Committee meeting were distributed. The next Finance Committee meeting will be on Tues. Oct. 7.

**Building and Grounds Committee**

Minutes to the committee were submitted by Paul, who was not present.  
Kathleen Packard read from the minutes.  
The next committee meeting was scheduled for Oct. 21.

**Outreach**

No report

**Long Range Planning**

Sally said that the Keene Library Annex Advisory Committee (KLAAC) is now dissolved. She said she would keep contact with Andy Bohannon and will apprise the board of building-related details when necessary. Sally talked of several "punch list" items from the Annex expansion remaining, specifically the HVAC. Sally said she was looking forward to meeting with the new Long-Range Planning Committee, which will start meeting in January and be completed by March or April, with a blueprint for next five years. The commemorative plaque is still in process, Sally said. Marti said that the Library Director's furniture has yet to arrive. Sally mentioned that some security issues were being worked on.

**Fine Arts**

No Report

Marti said a person has asked to donate a print.

Composition of the new committees was discussed and what assignments new trustees may want.

**It was agreed that the committee structure would be make an agenda for the October trustees meeting.**

## **Policy**

No report

Kathleen Packard said the committee is looking for a third member from the trustees with Chuck Redfern's departure.

## **Friends of KPL**

No report

Jane noted that the book sale is set for Oct. 18-20, and will be held in Heberton Hall.

5:48: Paul Henkel entered the meeting

## **Horatio Colony**

No report

## **Cheshire County Literacy**

No Report

## **Director's Report**

Marti discussed staff meetings, a new staff bulletin board, and a new communications team composed of several staff members. She spoke of fillings three open positions (equivalent to two FTEs).

The position of assistant library director has been advertised nationally, Marti said, with good progress toward obtaining applicants.

Marti said volunteers are badly needed to help man the Putnam Atrium, and discussion ensued on legal requirements volunteers must meet. Consideration is being given to lessening requirements to match those in the Keene Recreation Department.

A memo from Beth Fox on volunteer requirements was distributed.

Even if volunteer requirements are changed, intern requirements will remain as they are, Marti said.

Bill noted that policies about volunteering are needed.

Jen suggested there may be a need for a code of conduct?

Jane suggested the city attorney be asked about changing the volunteer legal requirements. Carl suggested that Primex might also be asked about the change.

Marti noted that volunteer screening is not required by statute in NH.

## **Old Business:**

Jen asked the board to continue discussion of Chuck Redfern's suggestion in September that alternate positions be created for the board. Sally suggested that the process of creating the ability to allow alternates would be long. The board reached consensus that consideration of alternates should be discontinued for the time being.

Kathleen asked about costs for upgrading security hardware in the new construction areas.

Sally replied that costs are unknown so far for this work. She suggested the topic be renewed once those costs are ascertained.

## **New Business**

Marti: Tracy Snow sent out request for creation of logo for little maker's program. The proposed logo was reviewed.

**MOTION:** Bill moved to accept the proposed logo, Kathleen Packard seconded. Motion carried unanimously.

Marti asked about continuation of conference funds staff.  
Sally replied that any new requests should come to the Finance Committee.

Bill asked for an update on the smoking ordinance.  
Marti said signage has not been ordered yet and that she will follow through. Discussion ensued about the proposed site for on-campus smoking.

**Reception for Marti**

Sally said we are delighted to have Marti aboard and that we should have a reception for her, and “pretty soon too.”

Sally said she would approach Kathleen Kennedy Burke about what might be done for a reception as Kathleen is so skilled at event planning. As well, Sally suggested the Finance Committee will be asked what funds might be available for the purpose.

Sally suggested there may be a need for a special meeting to make arrangements.

**MOTION** Sally made a motion that the board hold a reception for new library director. Kathleen Packard seconded and the motion carried unanimously.

**MOTION** to adjourn was made by Ken and seconded by Bill, which carried unanimously.  
Meeting adjourned at 6:33.

Respectfully submitted,  
Nathaniel Stout