Keene Public Library Finance Committee Meeting Minutes

January 21, 2020

Present: George Scott, Sally Miller, Judy Putnam, Ken Jue, Paul Henkel (left early), Marti Fiske (Library Director)

Agenda:

1. Building renovation updates
2. Trustees Funds management services: Edward Jones report by Allen Mendelson and Alan Stroshine

1. Building Renovations Updates:
   a. The $75,000 committed by the Trustees for renovation project expenses has been fully encumbered. There is the possibility that additional funds will need to be expended as the project continues to wind down.
   b. Fundraising Campaign: the amount actually raised was $5.1 million, which is $100,000 more than was the original target. Currently, we are awaiting only for an incredibly small remaining amount to be paid: $10,000. The rest had all already gone into the Cambridge Trust account. The City is eager to close this project trust account. We will talk with the City Attorney about this.
   c. Due to Contract #2 of the renovation project, we were expecting to pay the City another $296,000. However, because of the additional $100,000 raised through the campaign, it is most likely that we will now owe $196,000. We will be in touch with the City about this matter as well.
   d. Doors and Locks: Marti Fiske and her staff have discovered an issue with drug use in library bathrooms. This will require new locks for the bathrooms. However, the City did not budget for this unexpected expense. Therefore, in light of our paramount concern for the safety and security of the public and our staff, our committee approved Marti to proceed with resolving this problem and to get new locks for the bathrooms.
      i. This will be recommended to the Trustees.
   e. Paul Henkel presented a concern with the lack of proper lighting for a variety of purposes in Heberton Hall, which was brought to our attention by outside groups/organizations looking to rent the Hall. After discussion, the committee agreed to the proposed plan to deal with this matter as submitted by Paul to the committee. The cost estimates are $15,000-$23,000.
      i. The committee recommends to the Trustees that we approve this project and to use funds from our Trustees Funds and/or possibly funds from the Heberton Hall cost center.
f. Members of the library staff have suggested to a trustee that a new stove is needed in the renovated kitchen in Heberton Hall. The committee referred this suggestion to Marti Fiske to explore.

2. Trustees Portfolio:
   Allen Mendelson and Alan Stroshine, our Edw. Jones investment representatives, joined us for a discussion regarding the status of our investment portfolio.
   a. Currently, $365,000 of the Trustees Portfolio is in cash. This circumstance exists due to our uncertainty regarding how liquid we needed to keep our portfolio with the likelihood that we might owe the City approximately $296,000 for Contract #2 of the renovation project. However, now it appears that instead of $296,000, we may only need to pay the City $196,000 due to exceeding our campaign goal by $100,000. With this change in circumstance we discussed how to prudently proceed with the cash assets. The committee concluded by directing our investment managers to implement the following:
      i. To maintain some liquidity in light of what we will need to pay the City, place $265,000 in a money market fund that will generate better interest than what we are currently earning.
      ii. Invest the remaining $90,000 in cash for growth.

Next Meeting:
Tuesday, February 11, 2020, 9:30 a.m.

Note: Alan Stroshine, Edw. Jones representative, will rejoin the committee to present specific recommendations on implementation of the committee’s directions for investing some of the cash assets in our portfolio.

Submitted by,

Kenneth Joe

1/25/20