

**MINUTES FOR THE KEENE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 23RD, 2020 5:00 pm**

Meeting was held in Zoom Video Conference and called to order at 5:05. The president read the STANDARD STATE ELECTRONIC MEEETING PROTOCOL aloud.

Present were: Jennifer Alexander, Paul Henkel, Sally Miller, Kathleen Packard, Judy Putnam, Bill Stroup, Kathleen Kennedy Burke, Jane Pitts, George Scott, Carl Jacobs, Charles Prigge and LD Marti Fiske. Please note that Mr. Prigge was experiencing audio device/connection difficulties and his votes were inaudible. Ken Jue was not present.

MAY MINUTES: Before a motion to approve the minutes was made by Bill and seconded by Carl, it was noted that there appeared to be a word or phrase missing from the entry about the Friends of the Keene Public Library. Sec’y Burke will insert: “add to” in the second sentence. A roll call vote was taken and the motion passed.

FINANCE: Judy spoke for Ken and indicated that the Finance Committee had met and reviewed the budget. There was \$700 left in the Kingsbury Fund, which was directed by them to be used for equipment or needs in the Kingsbury Maker Space. It is recommended that some of the Jane Green bequest be designated as a discretionary fund for the Library Director, specifically 2k this first year.

Motion: Paul Henkel made a motion to approve the budget, Sally Miller seconded, and by roll call vote the motion passed.

BUILDING AND GROUNDS: has not met. Paul commented on the health of two trees out front – the sweet gum and linden trees – looking good.

COMMUNITY OUTREACH: has not met.

LONG RANGE PLANNING: no meetings – on hold. Several took a seminar on the Harwood Method which they do plan to use once underway.

FINE ARTS COMMITTEE: Meeting tomorrow

POLICY COMMITTEE: Have meet three times this month. Updating existing policies and reviewing public posting requirements, specifically for Library Rules of Behavior – new rules related to the COVID crisis have been included as well. The rules were reviewed and explained. A motion to replace the existing Rules was made by Bill, seconded by Carl and passed by a roll call vote. They will be posted physically and on the Library website. The Keene Public Library Emergency Operations Policy (Appendix A10) was also discussed and reviewed.

Motion: to adopt revised Rules made by Bill and seconded by Carl by a roll call vote, with minor adjustment to the language in I Purpose (**may** operate substituting for be required to) and in V, **will** be announced for must be announced.)

The need to review the by-laws was raised and will be addressed in the coming year.

FRIENDS OF THE KEENE PUBLIC LIBRARY: Friends met in June – biggest news is that the Fall Book Sale will not be held. This is a major financial setback for the group, but really the only decision they could make during these times. As an alternative, they are contemplating making an application to the “100 Women Who Care” Cheshire Branch this fall. Book donation bin continues to be closed.

HORATIO COLONY MUSEUM: No meeting.

CHESHIRE COUNTY LITERACY: No meeting.

DIRECTOR’S REPORT: City budget passed and Library budget intact. The re-opening Plan was reviewed; Marti expects Phase II to go to the end of July. An employee working 8 hours a week might leave; another might retire. Although the Fire Dept approved building for up to 85 people (occupancy at one time as part of phased re-opening), it is now at 60. There will be staff roaming and counting. Curbside will continue.

The Assistant Director position remains open, although with the prospect of a strong candidate but deadlines/interview considerations continue to be impacted by COVID.

OLD BUSINESS: none

NEW BUSINESS: Jennifer would like all reports for the annual meeting, to be held August 25, to Sean by July 28th. Reminder that there is currently no meeting scheduled for July.

Note on the Library Director’s annual review: this has not been done yet but will be discussed at our Sept meeting and scheduled for October (Jennifer sits down with Marti).

Special thanks were extended to George Scott, whose term expires this month. He expressed his appreciation for being a part of this Board (“You are what you build together”) as the board applauded his service.

Meeting was adjourned by roll call vote at 7:08.

Respectfully submitted,

Kathleen Kennedy Burke, Sec’y