

**Keene Public Library**  
**Board of Trustees Meeting**  
**Tuesday November 24, 2020**

The meeting was called to order at 5:05 by Kathleen Packard, in for Jennifer Alexander.

The Statement of Authority for conducting the meeting telephonically was read.

Roll call attendance was taken, present were: Kathleen Packard, Ken Jue, Judy Putnam, Paul Henkel, Jane Pitts, Kathleen Kennedy Burke, Yves Gakunde, Chuck Redfern and Chuck Prigge. Absent were: Jennifer Alexander, Bill Stroup and Carl Jacobs.

Library Director Marti Fiske was also in attendance.

**Motion** to accept the October minutes was made by Judy Putnam, seconded by Jane Pitts and passed unanimously.

**Finance:** Ken reported that the group met with financial advisor Alan Stroshine and is poised to invest 90k in cash once the city loan is paid back – which actually is coming in lower than expected. Judy’s Treasurer’s report reflected a quiet month with minor grant and gift activity. A motion to accept the gifts (anonymous, and memorials for Margaret Bean and Maria Reynolds) was made by Yves, seconded by Ken and passed unanimously. Likewise, Ken’s motion to approve the Treasurer’s report passed unanimously.

**Building and Grounds:** The main West St sign is in need of repair and eventual replacement. Quotes are being sought from Peter Panessa. Interior signs need review (atrium, for example) in consideration of the expansion and the exterior sign on Winter St for changed hours. Permission was granted to special project to plant spring bulbs in front of the main atrium door – Andy Bohannon was consulted and they will require no additional work.

**Motion** to allow bulb planting was made by Ken, seconded by Jane and passed unanimously.

**Strategic Planning:** Group plans to start work on SWOT analysis, a one year strategic planning technique used in businesses and non-profits. It stands for Strengths, Weaknesses, Opportunities and Threats. At the end of the year, it is hoped the committee can begin using the Harwood Institute method, with which Marti is acquainted and which involves the whole community. Committee consists of Jen, Yves and the two Chucks.

**Fine Arts:** Group recommended a gift acceptance policy for non-financial gifts to the Policy Comm. The framing job of the 1920’s rendering of Heberton Hall is back and will be displayed.

**Policy:** Manual continues to be worked on and updated. Comparing versions and adding language related to attendant child and vulnerable persons policies. Library rules of behavior are being incorporated as well.

**Friends of the Keene Public Library:** Kathleen Kennedy Burke reported that the Friends presented at 100 Women Who Care but were not selected although they remain eligible and might be selected again. Budget for new year level funded except for museum passes, which are impacted by COVID-19 regulations and restrictions. Reminder that there is no spring Booksale, nor are they yet accepting book

donations from the public. Kathleen Packard asked if they could make any recommendations in the mean time of where books can be donated or are being accepted.

**Horatio Colony:** No report.

**Cheshire County Literacy Committee:** No meeting.

**Director's Report:** Marti had distributed by email her report prior to the meeting. It included a COVID-19 update, and the recommendation that the level of service currently being provided remain in place. Short profiles of new staff hires Susan Kent, Emma Charles, Katelyn McStravick and Kit Mauriello were featured. An in-service training day is being planned for staff and is tentatively scheduled for February 24<sup>th</sup>.

**Old Business:** None.

**New Business:** At 6:02, the board moved to Executive Session in the breakout room to discuss a personnel matter.

The breakout session ended at 6:20; the public meeting was re-convened.

A **vote** was taken to seal the minutes of the Executive Session until Monday, December 11th.

The meeting adjourned at 6:28pm.

Respectfully Submitted, Kathleen Kennedy Burke

**CONFIDENTIAL—NON-PUBLIC SESSION/BREAKOUT  
KEENE PUBLIC LIBRARY BOARD OF TRUSTEES NOVEMBER 24<sup>th</sup>, 2020**

The board went into Non-Public Session at 6:02 on Tuesday November 24<sup>th</sup> after its regular monthly meeting which began at 5:00. Under personnel, the board discussed the upcoming celebration/recognition ceremony for long term trustee Sally Miller (48 years) on Friday, December 11<sup>th</sup> at 4:00 pm. To honor Sally, the board will hold a zoom based ceremony with some key members of the public and library community. The NHLTA presentation will be made( statewide Trustee of the Year), vignettes from some who have worked with Sally offered, and two actions of the board revealed. At Nancy Vincent's suggestion, the name of the Vincent Room, will be changed to the Miller-Vincent Room. Also, Sally will be named Trustee Emeritus.

Roll call votes were taken on motion to change the name of the Vincent Room to Miller-Vincent Room; to name Sally a KPL Trustee Emeritus , to adjourn the executive session, and to seal the minutes until the event on December 11<sup>th</sup> ( effectively Monday December 14, 2020.)

Respectfully submitted, Kathleen Kennedy Burke