

2nd Draft Minutes - Keene Public Library Board of Trustees Meeting – June 28, 2022 Miller Vincent Room

Present: Jen Alexander, Judy Putnam, Jane Pitts, Kathleen Packard, Paul Henkel, Yves Gakunde, Kathleen Kennedy Burke, Councilor Bobbi Williams, and Assistant Library Director Susan Bloom. Marti Fiske was out of town and members Bill Stroup, Ritu Budakoti, Carl Jacobs, and Chuck Redfern were unable to attend.

President Alexander called the meeting to order at 5:02 pm.

Yves proposed and Jane seconded that the May minutes be approved with the two following corrections: Jane Pitts WAS in attendance at the meeting and Judy noted that if the library wanted to make a request outside of the presented wish list given to the Friends, they could do so. Passed unanimously.

FINANCE COMMITTEE: Met on the 14th. Replacing Ken (Jue), who served so many years on the committee, is a concern. Members hope that potential incoming board member Justin Somma might be interested in joining. The committee would like to approach FOP in the fall to discuss software concerns. Yves suggested also speaking with some key city staff such as the City Manager and Finance Director.

Marti's request for 2k to assist with the locker installation will be rolled over if work not complete by original deadline.

Regarding the annual trustee budget, Judy addressed what a different place the board is in now than it was 10 years ago, as preparation, planning, execution and follow up expenses of the renovation consumed the Fin Comm. Certain funds (Thayer, Green, Faulkner and other donations) have been accumulating and it is now time to consider spending some of that money – hence the appropriation of 10k in this year's budget. Judy presented the budget, which Paul proposed passing with Jane seconding, and it passed unanimously. A donation of \$100, from Peter Espieffs, was accepted by unanimous vote proposed by Yves and seconded by Jane.

BUILDINGS AND GROUNDS: Paul reported that an apple tree is targeted to be removed from the West St side of the building – the back half is dying. Stump work and replacement, likely with another apple, are planned. A fire safety inspection generated a suggestion for improved signage to the second set of stairs on back wall (facing School St) outside of the second floor Cohen Hall in Heberton Hall. The wooden floor accents/ separators in the Putnam Atrium are presenting difficulty to those with low vision and may require plants or other indicators to reduce potential tripping.

The cameras on the Winter Street side of the building will be looked at to incorporate a view of the newly installed giving box (in the event of vandalism, not monitoring) and soon to be installed lockers for the same reason.

The committee is down a member and is interested in recruiting another.

COMMUNITY OUTREACH: Did not meet. Needs a focus, which may come through LRP when discussions with community begin.

LONG RANGE PLANNING: Hopes to launch again in September.

FINE ARTS: Did meet in May. Discussed were insurance, gift policy and potential coordination with Art Dept at Keene High to help display scholastic art award winner next spring . Next meeting in September.

POLICY: Did meet. The Public Initiated Policy Display policy will not be discussed until August. Have notified the city that we would like to update our portion of the city code under Public Use. A discussion about who signs the alcohol use policy on behalf of the library (ci or trustees) will be addressed with the Policy Committee recommending language be incorporated: **MOVED:** That the Board of Trustees request an amendment to the City Code to clarify that the Library Trustees have the authority to issue permission for the use of the library, to require a license with insurance for specific circumstances, including the serving of alcohol, and clarification that the Trustees have the authority to accept unanticipated funds. Kathleen P made the proposal, which Paul seconded and it passed unanimously.

The Policy Committee also recommends that the fee to use the stage lighting mixer be set at \$100/day with the possibility of a lower rate (\$50) for rehearsals. Kathleen proposed, Paul seconded and it passed unanimously.

FKPL: The Friends held their annual meeting on June 22nd. The volunteer fair was deemed a success and netted a good number of new book sorters as well as an Atrium worker. Fall book sale will be held in October from the 21st-23rd.

HORATIO COLONY MUSEUM: Board member Kathleen Packard, who is also now the Director of the Chesterfield Library, had an opportunity to visit recently and hold a tic-toc session on the 1920's fashion exhibit being staged there and drawn from actual clothing discovered in the building.

DIRECTOR'S REPORT: Circulated prior to the meeting. Marti addressed some concerns from a Winter St neighbor about both the lockers and the giving box. Following a discussion of these issues, Jen will follow up with a letter from the Trustees.

Susan Bloom commented on how alive the library was last Monday with a well- attended Family Program in the Kay Fox room and the school + lunch program in Heberton Hall.

NEW BUSINESS: Jen would like members to be considering committees as new year begins in September. It is likely that Justin Somma may be a new board member as well as one or two other possible applications. Jane Pitts will replace Ken as a Thayer Trustee.

Committee Reports in anticipation of the annual meeting should be to Sean by August 7th.

Information on an endowment fund in memory of Ken will be circulated.

Board will go into executive session after August meeting to discuss Marti's review.

Meeting adjourned 6:45 pm.

Respectfully Submitted,

Kathleen Kennedy Burke, Sec'y