

DRAFT MINUTES Keene Public Library Board of Trustees Meeting – August 30, 2022 – Regular Meeting

Present were: Bill Stroup, Jennifer Alexander, Paul Henkel, Judy Putnam, Chuck Redfern, Yves Gakunde, Justin Somma, Jane Pitts, Ritu Budakoti, Kathleen Packard, Pam Russell-Slack, Library Director Marti Fiske, and Assistant Library Director Susan Bloom.

Unable to attend: Kathleen Kennedy Burke and Councilor Liaison Bobby Williams

Bill called the meeting to order at 6:13

Motion to accept May minutes with the amendment to strike “second draft” made by Jane, seconded by Jen and passed unanimously.

Note: follow up with Sean Wiley to ensure we have updated trustee contact list.

FINANCE:

Motion made by Judy Putnam to accept 2 donations: \$300 from NH Humanities and \$500 from Jonathan Bloom and Shelia Blair. Moved by Jane, seconded by Pam and passed unanimously.

Update to City Code Language was discussed. The City of Keene is working on language. Any grant that is \$5000+ goes to the City and is accepted by the City and the City will continue to manage grants. The new language would allow the trustees will be able to accept any gifts given to the library. If a gift is over \$5000 the trustees must hold a public hearing to accept. Typically, donations of \$5,000 come via bequests. It was noted that the way we are managing Friends funding is fine. The Finance Committee will send language to the Policy Committee and we should have this for a full board discussion at our regular October meeting.

BUILDINGS AND GROUNDS:

Paul shared that the Purple Flowering Crabapple Tree has failed. Bartlett Tree Service has been contacted and they recommend the tree should be replaced. The removal cost is \$3250. Fall of 2022 or early spring 2023 is the best time to replace the tree. NH Extension was asked about trees and they suggested to replace it with a disease resistant flowering Crabapple Tree. Paul moved to replace the tree and allow expenditure of \$3250 for tree removal and replacement, and Kathleen P. seconded. Discussion: Judy shared that we voted in February to support \$5000 for tree work and \$1300 is left from that project. There is also \$1100 in landscaping funds that can be used. This means we have \$2500 in accessible funds to use and would only need to approve \$800 in additional funds. Passed unanimously.

Update on tree plaques – A Silver Maple Tree was donated many years ago and was given by MFS in honor of Jean and John Hoffman. The plaque is missing and needs to be replaced. Cost of the replacement is \$369.82. Paul made the motion to replace the plaque, and the cost would not to exceed \$400; this was seconded by Kathleen P. Discussion: Finance recommends this expenditure. Passed unanimously. A second plaque is desired to honor Ken Jue and will be

placed by our new Crabapple Tree when it is planted. Paul made the motion to authorized plaque for placement with the crabapple tree; this was seconded by Pam. Passed unanimously. Trustees are being asked for contributions to purchase Ken's plague. Anyone interested in contributing should please let Paul know.

OUTREACH:

Ritu shared that the Outreach Committee recently met. Moving forward, they will meet quarterly. The focus of the last meeting was discussion to solidify what the work of the committee will be. KPL will have a presence at the upcoming Keene International Festival.

LONG RANGE PLANNING – no report

FINE ARTS – no report

POLICY

Kathleen shared that the committee is working on the use of Library Space policy and all related documents. They are re-envisioning the use of meeting rooms and use of library spaces.

FRIENDS OF THE KEENE PUBLIC LIBRARY – no report but it is noted there will be a booksale in October.

HORATION COLONY – no report

DIRECTORS REPORT

Marti updated us on staffing. There has been a recent Library I promotion. The Library Aide position will be filled as a substitute and there will be a 20 hour position.

Tom Mullins, City Attorney, has stated that we (library staff) can sign off on alcohol.

Nick Morton has been helping with equipment. There is an HDMI port on equipment that is irregularly working, and Nick found the cause to be that the unit overheated. This is due to air-conditioning not being turned on in this space unless it is 80 degrees or occupied by programming. This is an interior closet in Heberton Hall so there no way to exhaust an air-conditioning unit if one were to be installed to solve the problem. They have identified a \$900 unit but unsure if it will work. If it does, we will need 2. Next best options would mean extensive construction in order to properly vent. Thank you to Nick who has been knowledgeable and helpful.

OLD BUSINESS

New Trustee Orientation Handbook – Jane has produced the document and is being finetuned for Justin and Pam’s orientation. Justin will help Jane with formatting concerns.

NEW BUSINESS

We want to ensure we have an accurate list of Committees and it’s members, as well as an updated trustee contact lists.

New Trustee, Pam, noted that she must recuse herself from any voting on Federal funding. She has offered to help us navigate federal grants if needed.

7:05 – Bill made a motion to go into executive session to have a personnel related discussion, and Pam seconded. Passed unanimously. Marti and Susan left the meeting.

7:43 -- Bill moved to exit the executive session and Pam seconded. Passed unanimously. Jen moved to seal the minutes from the executive session and Paul seconded. Passed unanimously.

The meeting adjourned at 7:44.