

Keene Public Library Finance Committee Meeting Minutes

October 8, 2019

Present: Judy Putnam, Ken Jue, Paul Henkel (non-voting), Marti Fiske(Library Director)

Agenda:

1. Conference Support
2. Treasurer 1st Quarter Report
3. Buildings and Grounds
4. Reception for new Library Director

Discussion

1. Conference Support
 - a. Judy explained to Marti that the Trustees normally budget \$3500 each year for library staff training and conference costs. At year end of 2018/19 there was \$2,000 remaining unspent in this specific account. We can carry this forward to 2019/20, which would make available a total of \$5500.
 - b. Marti was hoping to attend the Public Library Assoc. conference in Nashville, TN and its preconference on strategic planning.
 - c. Motion: Judy Putnam moved that up to \$3300 be allotted to support Marti's attendance at the PLA conference and preconference. Ken seconded. The vote was unanimous.
2. Treasurer's Quarterly Report
 - a. There was little activity regarding grants and gifts.
 - b. Judy reminded the attendees that some funds had been moved in our checking account to be available to expend for renovation costs.
 - c. Motion: Judy Putnam moved and Ken Jue seconded to accept the report. The vote to accept was unanimous.
3. Buildings and Grounds
 - a. A plant contractor had approached Marti with an offer to provide and care for plants for the new atrium. (The Trustees have a \$500 gift for plants.) This person was advised to submit a proposal.
 - b. We will eventually need someone to care of the plants, both inside and outside the library. Judy will find out who takes care of the other plants currently in the city. Paul will pursue this topic through his Building/Grounds Committee.
 - c. Outdoor Trees: Bartlett Tree Service reduced its original asking price from \$5600 to \$5000 to find the trees we should have and to proceed with their installation.
 - d. Library Annex Doors

- i. The door and key service firm, Kelly, will provide us estimates to make the renovated Heberton Hall Annex more secure and assessible. Marti does a door to door walk through the doors into Heberton and from Heberton back into the library; currently, the door into the library from Heberton cannot be unlocked for re-entry into the library. The door and lock hardware cost projections are:
 1. \$3645 for stairwell
 2. \$7947 for restrooms
 3. \$3590 for offices and hallways

This amounts to a projected cost of \$15,182 for the hardware costs. (However, this is not clear yet if this will resolve the issue of access between the main library and Heberton Hall.)

- ii. Judy will complete a "credit" application in order to be able move the efforts forward to attain a solution to the issue. The application will give the Trustees an account, separate from the City, to invoice the work when completed. If the application is not completed the Trustees would need to pay for the work before it is completed.
- iii. Motion: Judy moved and Ken Jue seconded that the committee recommend to the Trustees the use of up to \$16,000 from the remaining funds of \$75,000 originally earmarked for use of unexpected costs related to the renovation project. The vote for the motion was unanimous.

4. Reception for Public to meet the Library Director

- a. Motion: Judy moved and Ken seconded that we recommend to the Trustees that we expend up to \$500 for the reception. The vote was unanimous in support of the motion.

Next Meeting: **Tuesday, November 12, 2019, 9:30 a.m.**

Submitted by,

Kenneth Jue

10/12/19