

Keene Public Library Finance Committee Meeting Minutes

February 12, 2019

Present: Sally Miller, Ken Jue, Tammy Parrott (staff), Paul Henkel (Trustee), Nat Stout (Pres., KPL Trustees)

Agenda:

1. Piano
2. Capsule Framework or Door
3. Clock Overhaul
4. Budget Preparation
5. Library Collection
6. Staff needs?

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1. Piano:

Sally Miller moved and Ken Jue seconded to approve the request of \$300 to tune the donated piano and \$280 for the cost of moving the piano to the library (likely in April). The vote was unanimous to approve by taking the funds from the funds set aside by the Trustees from its investment accounts to support unexpected costs arising from the library renovation project.

2. Capsule Framework:

Paul Henkel reported that the renovation project committee was not able to fund the \$2800 necessary to make the framework for the capsule. However, Stefan Wilhelm, owner of St. Martins Lane Carpentry, offered to do the work and to donate this to the library project. When the plaque is prepared, we will inscribe the names of Stefan Wilhelm along with Mike Forest, who made the box for the capsule, and Melanson Co., which will make the copper encasement for the capsule box.

3. Clock Overhaul and Repair:

No maintenance for over 20 years; no oil in mechanisms, bearings and gears; needs to be inspected for wear and damage and dismantled; needs a full overhaul and cleaned.

Cost of \$2500-\$2800 for the overhaul; \$500 additional for pick-up, return delivery and installation; total of \$3000-\$3300; will take 9 months to complete the work; Clock professional is Richard Bates.

Mr. Bates had already come to the library and taken down the clock and conducted an initial preliminary evaluation; he has invoiced the library \$500 for this service.

With the initial work already done on the clock the total cost will range from \$3500 - \$3800.

After some discussion and clarification on the cost, Sally Miller moved and Ken Jue seconded that the project be funded through unexpended funds originally targeted for the internal painting (\$20,000 targeted, but only \$16,500 expended for the internal painting). If the cost exceeds \$3500, then the additional cost will be paid for either through the \$75,000 funds set aside by the Trustees or through the Fine Arts budget.

4. 2019/2020 Library Budget:

The City is requiring a “flat” or level-funded budget. Tammy Parrott is working on this with Nancy Vincent. A new item needing funding would be 7 phones in the new areas of the library that would cost \$2000 as estimated by the City IT Department. Tammy and Nancy are working on how to afford this cost without increasing the budget.

In the area of personnel, there is an interest in creating a library aide position which would be primarily assigned to the Youth Dept with some limited multi-purpose duties. This might be funded by the departure of a 24 hour/week staff member who currently performs some IT processing. The aim would be to create the aide position without any increase in the budget. There may be an issue with at least one of the printers, but this will need further exploration. Tammy Parrott will let us know the schedule for City Council meetings to discuss the budget.

5. Collection:

Tammy stated that they are operating satisfactorily within the collections budget. It should be pointed out that this line item has been flat-lined for a number of years. We will be informed if there is an issue.

6. Other:

It would be helpful to provide some digital displays in the main library and in the new addition. However, Tammy and Nancy will check further with the IT Dept. what this would entail. The City has digital displays in other locations.

Submitted by,

Kenneth Jue

2/12/19

