

Keene Public Library Finance Committee Meeting Minutes

August 11, 2020

Present: Putnam, Ken Jue, Paul Henkel (left early), Ken Jue, Marti Fiske (Library Director)

Agenda:

1. Heberton Hall: Lighting and Noise Management
2. New Committee Members
3. Assistant Director Search
4. Sally Miller Retirement
5. City Approved Library Budget
6. Annual Meeting
7. Fine Arts Committee
 - a. Framing Masonic Building Water Color
 - b. Piano Damp Chaser
 - c. Faulkner Framing
8. Encumbered Funds: adjustments

Heberton Hall:

Undue noise in Heberton Hall. HVAC system requires certain amount of air movement to keep CO2 at appropriate level, which makes it operate at a certain noise level that may exceed expected standards for performances in the Hall. Was this a design or construction shortcoming? The City Attorney is contemplating assuming the costs of a professional to conduct an analysis. The cost would be \$1500.

Lighting work was discussed. We will move forward with Phase 1 (previously board approved) with a cost of \$1000 for Craig Lindsay of KSC to conduct an assessment, which had previously been broadly estimated at \$17,000-\$23,000. This had been held off by the pandemic. Once an assessment has been conducted, then we will revisit this project and consider Phase 2, for which would seek Trustees approval.

New Committee Members:

With the recent term expiration for George Scott and the retirement of Sally Miller our committee is down 2 voting members, leaving only Ken and Judy. Ken will ask Jennifer Alexander to appoint at least one additional board member to the committee.

Assistant Director Search

The search will be restarted due to withdrawal of the final remaining candidate.

Sally Miller Retirement:

We discussed Sally's retirement and how the City and Trustees could recognize all she has done for our community and the Library. Certain ideas will be explored.

City Approve Keene Budget for 20/21

There were certain increased line items and benefits for the Library in our new approved budget.

- a. The hourly pay rate for the room meetings supervisor was increased from \$11/hour to \$17+/hour. The Library is now advertising to fill the position.
- b. Training funds were finally increased after many years. The Trustees had been providing much needed funding.
- c. Dues for Library membership in important library organizations is included.
- d. Funds were provided for the purchase of new updated multi-use copier/printer equipment for public use, which replace very old machines and should pay for itself with public fees.
- e. The budget for the Library's collection was increased (finally) and costs for databases was included.
- f. \$2,000 was included for repair of furniture and equipment.

Fine Arts:

Framing the water color of the Masonic Building done in 1924 is \$380. Judy moved and Ken seconded to approve the expenditure. The vote was unanimous.

A damp chaser for the piano, which we just paid to have tuned, would prolong the tuning effect. Judy will ask the Friends if they will help fund the damp chaser, which costs \$475. We will discuss again next month.

Faulkner Framing:

The cost of the framing has exceeded the donations received for this effort by \$1153.48. Judy will discuss this with Carl Jacobs, a member of our Fine Arts Committee, prior to considering using bequest funds provided by Phil Faulkner.

Trustees Encumbered Funds:

There are \$274.31 proceeds from the sale of the Library History earned years ago. It was recommended by the committee for approval to use the funds to support the joint Keene Public Library and Cheshire County Historical Society project to digitalize the Keene Sentinel.

Judy moved, Ken seconded, and the vote to approve and recommend to the Trustees was unanimous.

There is \$100 remaining from the funds allocated for the Millenium Clock. Judy will speak with Sally Miller regarding how this might be expended in keeping with the original intent. If there is no other option for expending this amount, then we will include this sum in the recommendation to the Trustees toward the joint Library and Historical Society project identified above.

Next Meeting:

Tuesday, September 15, 2020, 9:30 a.m.

Submitted by,

Kenneth Que

8/11/20