

## Keene Public Library Finance Committee Meeting Minutes

September 15, 2020

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

Agenda:

1. Heberton Hall: Lighting and Noise Management Update
2. Status Report on Library Renovation Trust Fund
3. Review of Library Fees Schedule for Facilities and Non-Resident Library Patrons
4. Small Grants Management
5. Donation from Masons toward framing
6. Use of Phil Faulkner bequest funds

Heberton Hall:

Audio Quality:

The City Attorney is prepared to use his budget to pay for a \$1600 contract to assess the audio quality level in the Hall to determine if it meets industry standards for facilities of its kind. A proposal has already been submitted to the City to do this.

Lighting work:

Bill Stroup has offered to recontact Craig Lindsay, the lighting professional, at Keene State College regarding his intentions and schedule for beginning the necessary work.

Library Renovation Trust Fund

The renovation trust fund at Cambridge Trust has been closed. However, the City has created a temporary account in the City held Trust Funds for any additional or late payments that may come in. There are only 2 individual donors left who have not fully paid their complete pledge amount. The total of their combined amounts due is \$7000. Judy has contacted them several times, but does not intend to continue to pursue them. There is a decent likelihood that one of these donors will still pay all or most of their pledge in the near future. Any funds remaining in the temporary fund set up by the City that are in excess of the loan amount would come back to the Trustees.

### Library Fees and Facilities Rental Schedule

The non-resident card fee is currently at \$30/per half year and \$50/year. There are currently 918 paid non-resident cards. We briefly discussed the categories of individuals and organizations which receive free cards. Marti will collect more data for us, and we will continue this discussion at next month's committee meeting. We will include a discussion on the possibility of raising the library card cost for non-residents.

### Grants of \$5000 and Under

We discussed the pros and cons of having the City finance staff manage these smaller grants as opposed to our Trustee Treasurer overseeing these smaller grants and keeping the books on them. We agreed that since Judy Putnam, our treasurer, did not see any significant degree of work with her continuing to deal with these smaller grants and also that she was willing to do this, we decided to manage these grants directly ourselves and not have City finance staff do it. Our own process would be much simpler and require less paperwork for staff. Thus, we confirmed that the Trustees would continue to oversee and keep the accounts on these grants. A change in procedure would be for Marti Fiske, library director, to be informed by Gail if she is considering an application for any specific grant and for her to seek Marti's prior approval and later signature on the actual grant submission. Marti would also seek consultation with the Trustees' Treasurer regarding the capacity of the Treasurer to manage added financial bookkeeping and oversight of an additional grant.

### Keene Masons' Donation

Judy approached the Masons for a contribution toward the cost of framing a painting (1922 water color architectural rendering of the Masonic Temple). The Masons agreed to provide \$250 with the stipulation that there shall be a small plaque or plate next to the painting that would name the Masons as a donor.

Judy moved to accept the donation of \$250 with the above stated stipulation. The vote was unanimous in favor of accepting the donation.

### Expenditure from Phil Faulkner Bequest

We are in the process of restoring all our Barry Faulkner drawings. Carl Jacobs asked members of the Faulkner family for their agreement to enable us to use \$1000 of the \$9000 remaining in the Phil Faulkner Bequest toward this restoration. The approval was given, so we will proceed with the use of these funds for this purpose.

Next Meeting:

**Tuesday, October 13, 2020, 9:30 a.m.**

Agenda:

1. Library Fee Schedule for Facilities Rental and cost of the Non-Resident Card
2. Follow up on the lighting improvement and audio evaluation in Heberton Hall
3. Trustees' Annual report to the Attorney General's Charitable Funds Division
4. Other

Submitted by,

*Kenneth Due*

9/15/20