

**Keene Public Library Trustees
Joint Meeting of
Finance and Policy Committees
March 12, 2021**

Present: Trustees Ken Jue; Judy Putnam; Chuck Redfern; Bill Stroup; Kathleen Packard; Carl Jacobs; Director Marti Fiske; Sean Wiley, admin support.

Ken read the Authorization to Conduct Meeting Remotely statement and all members stated where they were located and confirmed being alone in the room.

Minutes from March 12: Carl clarified that the director **ought to have** (rather than “is certain that”) the discretion up to a certain limit to move money between line items without consulting the Board. Marti has flagged this as something that needs to be addressed. Marti proposed changing KPL-Held Trusts to KPL – Held Funds, as not all funds are trusts.

Motion: to accept minutes with edits. Moved and passed unanimously.

Funds Held by Trustees of KPL

Sect 1-no changes

Sect. 2- A new subsection with new language. Discussion and edits related to asking the City to oversee administratively cumbersome gifts and grants. Part of the current City Council approval process examines the extra work and outlay of tax-payer money required for large grants.

Sect 3- So far no changes. New investment policy language will be developed. Suggestion to ask Chuck Prigge for help with investment language.

Sect 4-Restricted Donations-this is a new section reflecting, in part, Judy’s concerns about onerous restrictions placed on small gifts.

Ken would like to vote on final language for the section to this point at the next meeting, March 26, with consideration of the issue of money from the Friends to be treated separately.

Friends of KPL

Ken summarized: We are currently not in compliance with the RSAs in how money from the Friends is used for Library purposes. We need to understand and “get right with” the RSAs. “We need to be clear about what we need as Trustees.”

Another group is currently forming to draw up a memorandum of understanding between the Friends and the Trustees. The money transfer question and use of the Library name will have to be part of that MOU.

Money from the Friends ought to come into the budget as anticipated funds. The Friends act somewhat like a grant-giving entity. Other departments also have ongoing financial relationships with entities that contribute regularly to various, sometimes specific, operating costs.

Marti spoke with Friends treasurer, Marilyn Gemmell, about the possibility of moving to an annual lump sum gift. Marilyn did not see any problem with this idea.

Ken would like to make a list of items to address in the MOU, and then ask Tom Mullins whether we would then be in compliance with the RSAs. And, are we doing too much?

Carl proposes the MOU address

- 1) Use of the Library name in solicitation
- 2) How Friends money is given to the Library—how it comes into whose budget.

Bill emphasized that maintaining solid relations with the Friends was of utmost importance. Ken pointed out that an MOU formalized what had been an informal, perhaps more friendly and flexible relationship.

Discussion about the fact that all programming expenses are paid with Friends money. Marti is reluctant to allow full funding of a primary Library service to remain outside of the City budget.

Discussion of Trustee-held credit cards and how tracking of expenses by the Treasurer might work.

Future Topics

Trustee budget—How is it developed? Does this process meet the RSAs?

Continue discussion on Trustee held credit card.

Determine how Friends money will be received and expended.

Ken suggests looking at the RSAs and the Trustee Manual in reference to trusts budgets.