

## **KEENE PUBLIC LIBRARY BOARD OF TRUSTEES**

**Tuesday, January 23rd, 2024 at 5:00 PM**

**Present:** Trustees Bill Stroup, Paul Henkel, Pam Russell-Slack, Don Caruso, Kathleen Packard, Jane Pitts, Ritu Budakoti, Judith Putnam, Marti Fiske (Library Director), Bobby Williams (City Council Liaison), Lisa Hoffman (Library Staff), Katherine Baer.

**Not Present:** Yves Gakunde, Justin Somma, Susan Bloom (Library Assistant Director)

### **CALL TO ORDER**

Bill Stroup called the meeting to order at 5:01pm.

### **APPROVAL OF THE MINUTES**

Pam Russell-Slack motioned to approve the minutes from November 14, 2023, as presented. Judy Putnam seconded the motion.

Discussion: Some corrections were pointed out in the minutes from December 2023.

- Name correction for Katherine Baer.
- Pam Russell-Slack was not in attendance during the December meeting.
- \$10,000 was received from Pat Haley to purchase furniture for the library.
- An extra \$509.55 for chair dollies came from the Trustees General fund.

December Meeting Minutes - Approved with above corrections unanimously.

### **LIBRARY STAFF - GUEST**

Lisa Hoffman- Now serves as the Circulation supervisor. She has worked at the Library since December 2021. She was formerly a Library Aide. Her major projects include processing online library card applications. In 2023, about 277 online applications were approved. 15 were not approved due to lack of residency. Lisa is also working on getting the gear library and museum passes input set up in the software system. She will be going to the PLA (Public Library Association) Conference in Columbus, Ohio.

Trustees thanked Lisa for joining the meeting and for her service.

### **COMMITTEE and LIAISON REPORTS**

#### **FINANCE**

Judy shared that Alan Stroshine, the Trustees Financial Advisor from Edward Jones, was in attendance at the committee meeting to provide the annual portfolio review for the Trustee's Permanently Restricted and Unrestricted Trust Funds.

**Recommendation to present to the general board:** Re-balance to sell an equity holding, for a purchase in a fixed income fund. Specifically, sell the New Perspective Fund (Equity fund that currently represents about 2% of our holdings), to purchase more holdings in the High-Income Trust Fund (Fixed). The rationale: Anticipation is that as interest rates will continue to drop, bond values will rise. There is no cost to do the re-balancing as we are switching within fund families in the portfolio.

## **2<sup>nd</sup> Quarter cash flow report**

Jane Pitts presented the 2<sup>nd</sup> Quarter cash flow report to the Board.

Marti had a question about the General Library Support Fund (which is \$10,916.00). Jane Pitts recognized that the current way of documenting the line item may be a bit unclear and will bring it to the Finance committee to discuss. We may need to re-label the line items to make it clearer what is spent from the Director's budget vs. Trustee implemented vs. donations. Itemization can be helpful to show the clear breakdown so it can show the clear flow of money and tracking the specific donations.

Jane made the Board aware of the following six donations that have been received since last month:

- \$100 from Alex & Coleen Kossakoski (unrestricted)
- \$300 from Dorothy and Nelson Saks for the Florence Lipsky Book Fund. (restricted)
- \$250 from the Jacob Lichman Trust (restricted to the purchase of books in the Social Justice and History categories)
- \$1000 from the Thomas P. Wright Fund (restricted to purchases to improve the Wright Reading Room) \*
- \$50 from the Cooper Warren (unrestricted) \*\*
- \$50 from Jon Warren (unrestricted) \*\*

It is to be noted that Cooper Warren(10 years old ) and John Warren (12 Years old) - sent their donation with notes.

### Additional notes on donations:

\*Marti is working with Andy Bohannon from Parks & Rec. to obtain quotes on improved lighting solutions for both the Wright Reading Room and other areas of the library.

\*\*Cooper and Jon Warren's gifts were donated in cash. Since Edward Jones does not accept cash deposits, the Library will obtain a check from the City for these amounts that can be deposited by the Trustees

Motion to accept the donations was made by Pam Russell-Slack  
Ritu- Second

Discussion

Kathleen P- asked if we are good with restrictive donations. At what point can we say that we have enough restrictive donations? Is there difficulty in keeping track of them? Jane said that she does not feel that we have too many restrictive donations.

Judy, "I don't think we have ever declined a donation." It does take time to consistently keep track. One lesson we have learned is that named funds must have a higher donation amount to reduce the workload of the Treasurer. A small fund restricted fund we currently have is regularly added to and requires us to recalculate all the fund allocations with each addition.

Jane Pitts is going to work with Merri Howe in the Finance Department at the City of Keene to get established on the Trustee's P-Card Account and add cards for Amy Kraemer and Jane Pitts

*All voted Aye.*

## **BUILDING & GROUNDS**

Pual Henkel shared that a podium costing about \$260, plus shipping, was identified for Cohen Hall. Building & Grounds recommends up to \$400 for purchase and that will come from the Building & Grounds budget for the podium.

Paul Henkel- made the motion to allow for purchase for the podium.

Pam Russell-Slack- Second

All voted in favor.

He further shared that they have identified some sound echo issues in Cohen Hall and Circulation Lobby. The committee thinks that it needs to be addressed. An acoustical engineer is being sought. Marti found two people in her search and received quotes for \$5100 and \$2500.

She has received names for references and will be bringing information back to the Building & Grounds for consideration so they can make a recommendation for hiring. The primary difference is that the one costing a bit higher will provide a return onsite visit, whereas the other one will be doing that via telephone or online. There will be additional costs for materials and installation.

Bobby Williams shared his experience about how noise interference can impede having meetings in Cohen Hall where conversation is required.

Marti shared feedback from some Kristallnacht event participants. She further explained that Circulation Desk- has a "Whispering gallery effect." Conversations are easily heard from around the edges of the room while it is difficult to understand a person who is close by.

Judy shared that UCC has great indoor sound- Marti made a note for reaching out to check what they have done.

## **COMMUNITY OUTREACH**

Next meeting scheduled for Jan 30th, Booras Room,, 5 pm

## **LONG RANGE PLANNING COMMITTEES**

Did not meet.

## **FINE ARTS**

Judy shared that they are in touch with the High School to display the scholastic awards art in the library.

## **POLICY**

Kathleen Packard shared that their committee reviewed a new policy - Review of Nonpublic Minutes, necessary because of a new RSA. They now need to review notes from the City Attorney.

Next meeting Feb 20th at 5:15 pm

## **FRIENDS OF LIBRARY**

Judy attended the last meeting. She shared copies of their latest newsletter and asked Trustees to get or renew their memberships to the Friends.

FKPL next Book Sale: April 18- April 21.

## **HORATIO COLONY MUSEUM**

Did not meet.

## **CHESHIRE LITERACY COALITION**

Did not meet.

## **LIBRARY DIRECTOR'S REPORT**

Marti shared the staffing update; Interviews for the Librarian II position are finished and an offer is being made. We are currently advertising for Library Aide -Circulation to fill a position that will be vacated with the coming birth of our newest library baby. Library Aide- Youth & Community Services, open from a promotion, should be advertised soon. We'll also be advertising a Page position soon.

She also shared the update on recent library events. The Library hosted the Human Rights Committee's annual Martin Luther King, Jr. lecture on Monday. Father Greg Boyle, founder of a nationally recognized training and rehabilitation program for former gang members visited with two graduates of the program. The attendance was excellent. Fifty-two people attended the conversation with the youth. The general audience event was standing room only in Heberton and had an overflow of people viewing from Cohen Hall. There were 262+ in attendance. The link to the recording from this event is available on FACT TV Youtube channel.

Marti also informed the trustees about the steps taken in the direction of public safety at the library. The Library recently received two free Nalox boxes from Cheshire Medical. The boxes are for easy public access for overdose revival. They contain two doses of Narcan, gloves and a guard for mouth-to-mouth respiration. The boxes will be hung near the AED machines in each wing of the building after the staff have received Narcan training on February 16. We are awaiting the needle disposal boxes that will be hung in the public bathrooms.

Marti will be on vacation March 4-29 for a trip to New Zealand. Susan Bloom will act as Director in her absence.

Marti also reminded the Trustees that it is also the 100th birthday for Mason's addition according to the cornerstone (1924).

### **OLD BUSINESS**

Katherine Baer asked about the status on Black Heritage Trail New Hampshire event in March. They had requested a waiver in Library Policy.

Marti reported that they are directly collecting registration so KPL will not be able to co-sponsor but will provide space at no cost.

Kathleen Packard asked if Marti contacted NH Humanities for more information. Marti said the reason for collecting information was that they get life threatening calls, and they want to ensure safety for their presenters and participants.

### **NEW BUSINESS**

Friends of Judy Putnam visited the Helsinki library and brought her a pamphlet. The pamphlet is informative and mentions a lot of things that we are also trying to do. It is a wonderful way to recognize the history of the library. It was suggested that KPL create a similar type of pamphlet in honor of the building's 125th anniversary.

Marti agreed to collaborate with the Outreach committee to put together something similar.

**Meeting adjourned at 6:01pm**

**Next meeting on Tuesday Feb 27th at 5 pm**