

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Monday, July 6, 2020

6:00 PM

Virtual Meeting vis Zoom

In Attendance: Jeremy Clemans, Ray Conner, Chris Casco, the Library Director-Todd Fabian, Becky Herrmann, Norman Kinsler, Michelle Marino, Charles O'Leary, Lisa Sands

- Call to Order: B. Herrmann calls the meeting to order 6:02 pm.
- Library Director reads COVID-19 Executive Order 2020-04
- L. Sands moves to accept the minutes -pending corrections to Becky's name- of June 8, 2020 monthly meeting, C. Casco seconds.
- Library Director's Report and Monthly Update/COVID-19 Update/Library Reopening Plan
 - Next week going into a new phase (phase 2) of service
 - Adhere to Governor of NH State and NH libraries opening operation procedures
 - Plans need to be approved by the City of Concord's Re-Opening Task Force
 - 2 Types of library appointments:
 - Curbside (Prince Street relocation to side door) and
 - Browsing (patrons can come into the facility by appointment only). General Services will come through every two hours after each shift. (2 hours open, 1 hour closed to clean per)
 - Hours to be posted later this week
 - There is a suggested 1-hour time limit for each patron. The library will have an online page for patrons to signup for a certain number of slots per half hour for the first hour and a half-open. Slots will be kept open for walk-up appointments will also be an option.
 - Desktop computer access only - no Chromebooks
 - Masks are required for all patrons. Masks will be provided if patrons do not have one. No masks, no entry.
 - Procedures will change as the situation evolves.
 - Quarantining returns for 3 days.
 - All staff that work with patrons and who handle returned items wear gloves
 - The library is still issuing library cards to new patrons.
 - The library will be open two evenings next week along with Saturdays and during the day. The schedule will be public by July 11, 2020.
 - The Director asked the Board to help with spreading the word regarding Phase 2 of the library's openings procedures.
 - As a consortium, many ULAC libraries have decided to remove periodicals from the collection. Patrons will be pointed to digital versions.
 - Tech and Reference support is provided via an online reference widget where patrons can interact live with Concord Librarians.
 - Staff will wipe down computer equipment after each patron uses it.
 - General Services have made changes to the HVAC system to meet new CDC standards

- CPL Foundation Update
 - B. Herrmann was at the last meeting - The Foundation was asking about ways to honor the library staff - possibly ice cream certificates
 - Foundation received a grant request from the New American Africans targeted to the youth population.
- Old Business
 - Reach out to New American Africans for a possible new trustee?
 - The library now has a temporary budget that will be revisited every quarter. Items will be purchased to catch up with what patrons are requesting.
- Status of Trustee Appointments
 - Still looking for one more Board member
- Updates on Architect's Process
 - Waiting to hear back from the City Manager on how the architects are going to finalize
 - Architects have sked General Services crew questions about Facility related issues.
- City Council Statement on Racism and Library Resources
 - Councilors wanted to have an open and transparent statement about it. Put together a committee in order to create some topical conversations moving forward.
 - How can the library support that work?
- Discussion of Library Board of Trustees Roles
 - How does the city manager interpret our role?
 - B. Herrmann would like to sit down and connect with the City Manager and the Library Director to brainstorm strategies to establish one unified voice that enables us to play an active role to meet our goals.
 - L. Sands asks what is the Director's vision for the new library facility and who are the players and what are their individual roles and tasks to move the project forward?
- Public Comments
 - None
- Next meeting: August 3, 2020
- R. Conner motions to adjourn at 7:11 pm. N. Kinsler seconds the motion.