

# CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

Monday, September 12, 2022

6:00 PM

**Library's Blanchard Room**

In Attendance: Jeremy Clemans, Chris Casco, Ray Connor, Library Director-Todd Fabian, Norm Kinsler, Michelle Marino, Charles O'Leary, Lisa Sands

1. J. Clemans calls to order at 6:02 pm

2. Accept the Minutes of June 20, 2022 monthly meeting. N. Kinsler motion to accept, C. Casco seconds.

3. Public Comments-none

4. Library Director's Report and Monthly Update - Update to include July and August as the Board did not meet over the summer

- Summer report – The Library Director provided an update as to where the Library is statistically and what has been going on at the Library this summer. The Director will send out an email with that info so we can have it by the October meeting.
- CPL's checkouts were up 24% in July and 32% in August compared to the previous year. In 2022, the Library doubled downloadable stats from 2018. The Library will continue to provide programming in parks and across the city as they have been very successful. Though circulation is close to where it was 3-4 years ago, fewer patrons are here in person but are being more efficient with their library activities to include picking up items for family members. The Director reported having 40-to-60 kids at Storytime at off-site locations throughout the summer (at Keach, Rollins, Merrill, White Park).
- Families are finding out where the library is visiting off-site via social media. However, word of mouth is still the most popular way of spreading the word about outreach.
- Funding - For this fiscal year, the Library received \$18,000 via a specific appropriation in the City's budget specifically for programming. This is the first time the Library has received such an appropriation.
- In terms of future funding by the CPL Foundation, discussion was had that perhaps the CPL Foundation will support the Library with author visits, specific larger items and projects that would be a good fit moving forward. The City funding will enable the Foundation to focus on bigger items vs the little things that the Library needs. The Library is working on a grant application plan now for CPLF and is ironing out the details.
- Staffing – The Library is looking to currently fill one part time position.

- Just about to announce our next Penacook open date - Adding a shift on Tuesdays very soon. Days open include - Penacook 2 days, Heights 3 days, CPL Main 6 days.
- Soon about to unveil pedal-assist bikes and hitches. The Library is hoping to have them at the Multicultural Festival this Sunday. The bikes will be all around the community within the next few months before the snow hits. They will be on the road next April/May moving forward.
- New shelving has been installed in the 700's section of the Library - back corner of the first-floor.
- The Library was approved for a grant (approximately \$10,000) for some study carrels and more chairs for the auditorium. The Library is in the process of replacing the old blue cloth chairs that are really heavy and hard to move - moving to lighter more portable chairs. The Director has filed the grant award with the City Council and he hopes to have the new items ordered soon.
- Regarding statistics - The Director reports to the State on programming attendance between adult/teen/children. However, the Library also plans to now break out program attendance for in-person/online/off site. (asked by J. Clemans)

#### 5.CPL Foundation Update

- Nothing new

#### 6. New Business

- Bulletin Board Policy - position title has been updated and who the information goes to has been updated as well (in-house management)
- Criteria has been created as far as what gets displayed on the board. There is a file that is kept with announcements that are asked to be put up. This is reviewed by a librarian and people are contacted if their announcement does not fit the criteria. (question asked by R. Connor)
- No Bulletin board in the children room.
- Information on voting? (asked by L. Sands) For the general elections there is always a map downstairs and there are sample ballots. But for the primary election tomorrow the Library is just reiterating what the City sends out. We can add the voting ward change information at the circ desks before we open.
- J. Clemans asked if there are guidelines/language that is posted regarding what is not acceptable regarding what can be posted on the bulletin board. For example, "No Political Ads" if it is the policy that such advertisements will not be posted. The Director asks us to refer to #6 on the Bulletin Board Policy. He will also pull some language from The Programming Policy and get back to us about that.
- As a global community, R. Connor would like to make these meetings accessible to the public who are disabled/who need accessibility. These meetings are all state-managed on format - the City has no power to overrule the State on this.

The Director will look into who can make that happen and get back to us regarding how the community can listen to meetings remotely.

- C. O’Leary states that people can have access to view and or participate so the language should be very specific regarding how the public can be a part of the meetings. Perhaps this could be a Board of Trustees’ job - Moderator of online public responses and participation. L. Sands reminds us that we have time in our agenda in our face-to-face meetings for the public to comment. Once the meeting has moved on from the public comment time, there is no longer an opportunity for the public to comment until the next meeting. This would be the same procedure for online participants.

#### 7. Old Business - Penacook Branch Update

- Still communicating behind the scenes and we still hope that we will eventually have a public hearing with the City Council and The Boys and Girls Club. There is nothing set in stone yet.
- J. Salemy would like all Board members to update her on our current contact information.

8. Next Meeting on October 3, 2022 at 6:00 p.m.

9. R. Connor motions to adjourn at 6:34 pm, C. Casco seconds