

**CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES**

**Monday, March 3, 2025, 6:00 PM  
Blanchard Room**

In Attendance: Jeremy Clemans; Chris Casco; Norm Kinsler, Chair; Ceillie Clark-Keane; Jeanie West; Stephanie Simard; Rebecca Kasten, Youth Services Director

1. N. Kinsler called the meeting to order at 6:00 p.m.
2. The first agenda item was to approve the minutes of the meeting held on February 3, 2025. By motion of J. Clemans, seconded by C. Clark-Keane, the board adopted the minutes by unanimous vote. The trustees introduced themselves including two new members, J. West and S. Simard, recently approved by the city council. All trustees gave their backgrounds.
3. The next item was public comment. There was no public comment.
4. Library Director's Report and Monthly Update: R. Kasten stated T. Fabian sent email updates to trustees concerning pending legislation concerning libraries. She next reported concerning patronage. There were 230,000 library visits last year. It may exceed 250,000 patron visits this year. Books have sensors on them so that if a patron attempts to leave with the item without checking it out an alarm will sound when they go through the gates at the library entrance. We are moving to RFID, radio frequency identification, a different system to track books when they leave the library. Moreover, the RFID allows for faster checkout of large groups of books at the same time, and for more tracking of individual items. The new self-checkout system is compatible with RFID. The old gates at the doors will be decommissioned once items are tagged for the RFID system. All new material acquisitions will be tagged only using the RFID system tags. A team from the library went to libraries in MA to learn about converting to the

RFID system. Furthermore, the Concord Reads author and book will be announced later this week. All of the promotional materials for the event are ready and will be deployed soon. There are approximately 180 copies of the books for the event ready for checkout. Moreover, some of the other works of the author will also be available.

5. CPL Foundation Update: The aforementioned report on Concord Reads is the noteworthy activity of the foundation.

6. New Business: N. Kinsler asked R. Kasten about the organization of the children's room. The room is L shaped. There is a non-fiction section, alphabetized using the Dewey system. Moreover, there are new book-ends financed by the Foundation which identify the materials in those areas, as well as pictures at each section showing the content for that section. The organization is done in a way to make the materials as accessible as possible. They spend a lot of time trying to educate patrons about where materials may be located. In addition, the room is surrounded by bulletin boards. Now, a focus is on financial literacy. Another topic on display on the boards, for March, is Canada. There will be programs about Canada including maple syrup and hockey. Also, a student at Concord High School is partnering with the library to form a teen advisory board for the library. Moreover, she described items in the Children's Room library of things and circulated some items for trustees to review, including literature kits with multiple books and activities in a backpack that can be checked out. There are different items for different age groups. These materials are very popular and checked out often. For English Language learners, there is an application, Lote 4kids, which provides access to books in other languages, which can also be used on library computers. The Children's portion on the library web page describes all of the services

available, which includes 3D printing. Moreover, public school classes come to the library on a regular basis from both Concord and Merrimack Valley.

7. Old Business- None

8. Next Meeting- April 7, 2025.

9. Adjournment- By motion of C. Casco, seconded by J. Clemans, the meeting concluded by unanimous vote at 6:55 p.m.

Respectfully submitted by:

Chris Casco, Secretary

Date: March 4, 2025