

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Monday, October 4, 2021

6:00 PM

Library Auditorium

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

- B. Herrmann calls to order at 6:04 pm
 - Welcome and Introductions - Trustees make introductions to the Foundation members.
 - Foundation members introduce themselves to the Trustees. Reagan Bissonnette - president of Foundation, Ruth Perencevich, Wendy Follansbee, Stacey Brown-admin assistant for Foundation,
 - Ashley Miller -CPL Archivist, Reference, and Outreach Coordinator - liaison to the Foundation.
- C. O'Leary moves to accept minutes of September 14, 2021, monthly meeting, N. Kinsler seconds; Ali and Michelle abstain.
- Foundation Report
 - R. Bissonnette Introduces the work of the Foundation and discusses how the Foundation can work with the library better as a whole. Described their Mission - in 3 parts:
 1. Promote, champion, and connect the library, through increased access to its resources for all community members (changed from new members)
 2. Advocate for the evolving needs of the library and its patrons.
 3. Raise and disburse funds to the Concord Public Library for library-related expenditures, programming, and special projects.
 - Books for Babies
 - Yates Award
 - Concord Reads - cover the cost of that program
 - Raising funds for the library renovation
 - Raising funds for the library and library-related expenditures – Prove two 6 month grants annually to the library in response to need
 - The Library Director states that the Foundation made a one time contribution during the pandemic to helps the library as they have been out of book sale revenue since COVID
 - New initiatives: diversity, equity, inclusion-surveyed Board to identify areas to target new Foundation members
 - Reviewed and made minor updates to their mission statement: champion the library and its resources for all community members in Concord.
 - Working on updating their website.
 - R. Bissonnette discussed staffing models, continuity - put together an official Foundation Board orientation for new members; grant-making process and how the funds have been used; why they give grants to other organizations other than libraries which they feel adheres to their mission - they are promoting the library and its resources to new audiences

(Grants and Partnership committee) - summer teen open mic night with NH Poetry Society, Book give away events with Concord Farmers Market, assisted Greater Chamber of Commerce with a modest grant; New American tutoring services

- One of the challenges that they have faced in the past is that they did not have their standing Grants and Partnership Committee. Now that Karen Landsman is chairing the revived Grants and Partnership Committee. They will be able to give more time and attention regarding future grants
- The Library Director expressed concern about the website and how it lists that outside groups can apply for the grant. R. Bissonnette replied that they are revisiting everything involved in the process of who can apply for grants and how the Foundation accepts them.
- C. Casco suggests that library staff be looped into the process from the beginning ensuring there is a strong connection and benefit to the library
- R. Bissonnette states that they will communicate with the library staff early in the process but ultimately the Foundation makes the decisions regarding grant funding
- B. Herrmann states she feels that city money should be spent on the outreach programs. Diversity, Equity, and Inclusion should be addressed at the city level
- The Library Director states that the city created the PIO (Public Information Officer) position to help with coordinating outreach across the city.
- R. Bissonnette discussed how the grant process is explained on the website and how the internal process is clarified regarding funding and reports.
- The Library Director discussed how he would like the Foundation to be transparent on their website for clarity purposes so the public knows how the whole process works, what the foundation org/staffing model is, and that the CPL is different than the CPL Foundation.
- L. Sands discussed how donors like to donate money for Grant requests related to the CPL Foundation's central mission.
- B. Herrmann expresses her gratitude that the Foundations advocates and is the fundraising arm for the library.
- The Library Director states that in the city CIP budget in a few years the city has funds set aside to purchase the next building on Prince Street. Money is also set aside several years down the road for potential library renovation/expansion.
- C. O'Leary asks about the Penacook Branch and what the Foundation thinks about improving that facility. W. Follansbee - discussed how they were fortunate that the Library Director came to talk to the Historical Society 3 years ago about the Penacook Branch. That Branch is a beloved feature of downtown Penacook. The Penacook community wants the library -a brick and mortar building (not a mobile branch or pop up library) If the current building can't be fixed, then another building needs to be found for the library.
- The Library Director states that there are almost 5,000 people in the Penacook service area. Discussions are ongoing with library staff regarding what to do to help facilitate library services for Penacook.
- R. Bissonnette states that as a Foundation Board has tackled Penacook vs the main library renovation, it was agreed that the Foundation would

like to reserve their funds towards the benefit of the main Concord Public Library.

- Then funding for the Penacook Branch would be the next funding focus of the Foundation
 - B. Herrmann suggests the Foundation and the Trustees meet twice a year in the future
 - L. Sands discusses her hope that we can come together and advocate for their library and raise public awareness in the community so the Foundation and the Trustees are on the same page. A. Sekou agrees with the importance of this statement. B. Herrmann suggests focus groups in the Library Director's future strategic plans.
 - R. Bissonnette would like to be looped back into receiving written reports before the Trustee meetings as they were pre-COVID. This would help the Foundation and Trustees to be on the same track. The Foundation will circulate the Trustee meeting minutes to their members in the future
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- Library Director's Report and Monthly Update on COVID Situation
 - The usage is good but the amount of people coming through the library doors is much less than it was in June or July. People are doing the one family stop and pickups for everyone. The physical patronage is dropping. Yet, circulation continues to hold 80% circulation pre-COVID. eBooks and digital usage are up. Launched newspaper service online that has been really well received.
 - L.Sands expressed concern about the difficulty of finding newspapers in the new database. The Library Director stated that the search navigation toolbar is not intuitive. He will get a 3-minute YouTube tutorial up. He appreciates the feedback.
 - Projects that are about to come to fruition that is very exciting: replace all carpeting and flooring in the Children's department. From where the 3d printer is to the fireplace will be hardwood or vinyl flooring. Carpet tiles around the L all the way to the back. It will be a few week-long project. It will be a tricky project for the movers and carpet installers. The expected date is early-mid January renovation. Only the Children's Library section will be closed during this renovation.
 - Awarded a few grants - getting new shelving, furniture, and decorations for teen room.
 - Another grant will go toward preservation materials for preserving older materials in the library's Concord Room.
 - Just applied for a grant last week that the library is on to the next round it's for two e-bikes that will tote around two mobile bookmobile trailers so the library can offer a hotspot for wifi and limited items community can check out at community events like National Night Out. This will help promote the library at community events.
 - New hire last week-new library technician and a new library page is starting next week. Still have one vacancy for a library technician part-time.
 - A ton of programing coming up. Check out the Library's Programming website.
 - Strategic plan - a lot of progress - meeting with staff soon and then Director will bring it to the Trustees and possibly bring it to the public. The rough first draft is coming to an end.
 - Old Business
 - Budget updates - the budget is quiet until December

- Recap of presentation by Public Properties Manager. B. Herrmann discussed the presentation. The Library Director said that Jay Burgess - the superintendent of public properties - will provide the building assessment of Penacook Branch Library by an outside company - to the Trustees, City Council, and the public soon.
- C. Casco asked about the possibility of a Community Center in Penacook modeling the Heights Center.
- L. Sands asks how will the Council engage with members of the Community about the Penacook Branch Library. The Library Director states that he doesn't know yet as it's in the early stage of planning.
- New Business
 - The Library Director states that all of the virtual and flexible state mandates for remote meetings expired. A. Sekou asks what do we do in the future? The Director states that we must have the ability under law that the Library Trustee meeting must have a quorum (in our case of 5 people in person) and the other members must be able to call in and participate, just as the public would have to.
 - B. Herrmann asked if the library will be getting a Meeting Owl. The Director states that they may purchase one.
 - Before the next Trustee meeting the chair will ask how many members will be present in person.
- Public Comments - See Foundation notes above. The Foundation members comments are considered public comments
- Next Meeting: November 1, 2021
- C. Casco motions to adjourn at 7:20pm, B. Herrmann seconds