

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Monday, December 6, 2020

6:00 PM

Library Auditorium

In Attendance: Lisa Calgaard Sands, Chris Casco, Jeremy Clemans, the Library Director-Todd Fabian, Becky Herrmann, Norman Kinsler, Michelle Marino

- Call to Order: Becky Herrmann calls to order 6:05 pm
- Public Comments - none
- N. Kinsler moves to accept minutes of December 6, 2019, monthly meeting, C.Casco seconds
- Library Director's Report and Monthly Update
 - Staffing - updated work chart - reassigned staff/division heads. Down 2 department heads until recently. Ashley Miller is now the Adult services/Outreach coordinator (department head). Currently interviewing for her position. An Opening for a PT employee. Youth Services Manager applicants - an applicant has been offered the position, she is contemplating.
 - Penacook - Todd will speak with the Penacook Historical Society regarding the Penacook branch library. Todd looked at an old freight depot station on the river for a possible location. (Merrimack and Penacook Street, next to the historical building near the farmer's market)
 - Due to staffing shortages - Concord Reads event will be moved back to later in the year - possibly in October.
 - RFP - closes this Friday. A lot of late interest from architectural companies. Received more bids and Todd has given tours. He hopes to interview the top few candidates soon. Becky, Todd and three members of the CPL Foundation are part of the committee.
- Becky's CPL Foundation Update
 - Todd will meet with Karen Landsman to go over the process.
- The Director mentioned budget meetings – first round budgets are due February 1st. He should have information/a feel for the budget next month.
- 5-year ILS system, 3rd party price increasing- does not honor the 5-year agreement. Legal may need to get involved.
- B. Herrmann asked what is included in the budget. The director explained that IT, phone electricity, water, and heat; just building maintenance is not in the library budget.
- L. Sands asked about budget narrative - The Director said it will available in July as part of the budget book for the public.
- C. Casco asks if library staff is in unions. The Director explained that some staff is in a union, mostly full time hourly and part time hourly over 20 hrs/week.
- Old Business
 - B. Herrmann asked about new trustees - two slots, The Director has 2 people he needs to call.

- B. Herrmann asked if we are we asking for a new library why do we want to spend say \$40,000 for a circulation desk. The director stated that through grants and book sale money we will pay for the new desk, and does not involve city/tax money but that he may hold off the RFP to see how this building conceptual plan goes.
- The Director said that the state just got a new ILL system in place. Requests will be online - not quite there yet Staff is getting acclimated to the new system.
- Board members discussed revisions to CPL's updated ILL Policy. Edits were discussed to and a revised copy will be brought to next month's meeting.

B. Herrmann motions to adjourn at 6:46pm., N. Kinsler seconds the motion.