

# CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

Monday, October 7, 2019

6:00 PM

Auditorium

In Attendance: Lisa Calgaard Sands, Chris Casco, Jeremy Clemans, Todd Fabian, Becky Herrmann, Norman Kinsler, Michelle Marino, Charles O'Leary

- Call to Order: Becky Herrmann calls to order 6:02 pm
- J. Clemans moved to accept the minutes of June 3, 2019 meeting and C. Casco seconded the motion.
- The minutes of September 16, 2019, meeting were discussed. Two errors were noted: the second to last bullet under the Library Director's Report library is misspelled (libary) and the sixth bullet down under Old Business, commented is misspelled (mented). With these two changes, C. Casco moved that the minutes of the meeting be approved. B. Herrmann seconded the motion.
- Public Comment: None
- Library Director's Monthly Update
  - The Director informed the Trustees about the interviews for the Children's Librarian and Branch Manager. The position title will be changed to Youth Services Manager. 31 applications were received - all qualified with ALA approved Master's degree. The current Children's Librarian, Pam, will be retiring soon.
  - The new Youth Services Manager will not oversee the management of the Penacook branch (Todd will take that over and transition it to a staff member).
  - The next wish list hire that the Director is interested in hiring involves a YA librarian.
- The Trustees asked about who are the youth experts at the library. The Director pointed out Pam, Elizabeth, and Meg. Elizabeth and Meg do core juvenile planning. Three employees, who work at the Heights, Jennifer, Laura and Lori, work in the Children's section as well. Several other employees also cover the children's library desk.
- N. Kinsler asked about YA vs Children's titles in collection development.
- The Director talked about reorganizing the Children's section, more to come in November.

- Facility-wise, no date on the doors - will probably be done on a Sunday - the library will have to close.
- The Director is also the Chair of the Urban Library Administrator Consortium and discussed changes in bi-laws to allow population demographics requirements to change from 15000 per town to 13, 000 per town. (This allows more towns in.) Recruiting nine more towns into the Consortium - hoping to get more money for programming.
- CPL Foundation Update:
  - Gearing up for the annual mailing. B. Herrmann encouraged us all as the CPL Board of Trustees to donate to the Foundation to show our support.
  - L. Calgaard Sands asked when they revamped and expanded their online database. The Director stated they adopted a new database a few years ago.
  - The Director pointed out that they have a new Chair on the foundation - Karen Landsman.
- Old Business:
  - The Director stated that we still have 2 slots open for the CPL Board of Trustees. Looking for a member from the Heights and another from any area in town.
  - B. Hermann asks update for a request for money. The Director said we have - \$12,500 from the city he can expend tomorrow. The \$12,500 from the Foundation is on the agenda next week. Behind the scenes paperwork right now.
  - The Director discussed how the groundwater table is high and that it will be interesting to see what the conceptual design shows. L. Calgaard Sands asked that we consider why is the current location the right space for the library and to convincingly be able to relay that.
  - L. Calgaard Sands - a lot of the things that people wanted from the 2007 Needs Assessment have been granted 12 years later.
  - The Director stated that if it's feasible infrastructure-wise, it is beneficial for the library to be near the police station and the City Campus.
  - The Trustees discussed possible locations of the new library - parking should be considered. Current library parking issues discussed.
  - The Trustees discussed how the developer's purchase of Employment Security building fell through.

- J. Clemans asked about what to do if we need more money from the Foundation.
  - The Director reminded us that there is an election soon - two new seats are open on the city council and there are several contested races.
  - J. Clemans requested to monetize the upkeep that General Services has had to put out financially and how that compares to building new to make public aware.
    - B. Herrmann asked how far back do we want to look at the financials? Refer to the 2007 Needs Assessment and see what has come of it.
  - C. O'Leary suggested comparative analysis with 3 or 4 other libraries. (What do they cost to run? Effective storage, etc.)
  - B. Herrmann will forward a report to Trustees and Director with info on a library's cost before a renovation and what it costs to run after the renovation.
  - The possible Penacook "pop-up" branch was discussed at the Foundation meeting and was pretty well received. It was not as supported by the few members who are on the Penacook Friends of the Library. They are concerned that a pop-up branch is not the same as a brick and mortar. There was Trustee concern that with only an average circulation of 4,500 items a year, is it worth a large money investment to keep up?
  - General Services will give an update soon on the condition of the building.
  - Identify upcoming events that would be beneficial for Trustees to attend: Ghost Tour and the History of Beer Making. The library wants quality programming that has a good turnout.
  - L. Calgaard Sands tells Director that forging partnerships with other businesses for library programming is fulfilling a community center aspect so people can interact - moving in a positive direction service-wise.
  - The Trustees discussed the importance of keeping track of attendance in events and calls/requests that cannot be accommodated because the space is too small.
  - L. Calgaard Sands complimented the Director on how the Harmonica program in the past was a surprise hit. Bring it back!
  - B. Herrmann requested name tags for library Trustees.
- J. Clemans moves to adjourn at 7:01 pm. C. Casco seconds the motion.

