

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Monday, June 14, 2021

6:00 PM

Library Auditorium

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

- B. Herrmann calls to order at 6:05 pm
 - Introductions
- C. Casco moves to accept minutes of May 10, 2021 monthly meeting, C. O'Leary seconds
- Library Director's Report and Monthly Update on Reopening
 - It's up to the individual to wear a mask or not while in the library.
 - Converted the greeting station to an information desk - there are no longer two greeters in the entryway. There is now one information officer seated in the entryway. They are there to answer questions. This will happen for the month of June. It will be decided at the end of the month if we continue into July.
 - Expanded hours as of June 2nd, Mon - Wed longer days 9am-8pm. 1-2pm break M-F for cleaning, reset, staff meals.
 - There has not been much of an increase in demand for services lately, currently 25-30% of patron capacity/traffic compared to what the library was pre-pandemic. The demand has changed as many people are happy with online library services for the time being, and are simply very cautious about returning in person. We need more data as we move along. Internal capacity limit is currently at 30 people at a time which we are not hitting.
 - State library has stopped quarantining ILL materials. CPL has done away with quarantining as well.
 - Just about to open the small study room tomorrow - first come, first served.
 - When periodicals will become available is the next decision we are working on.
 - A Federal revitalization grant has been applied for to help with tech/virtual services. Next month, the Director will discuss what it will be used for next month if we get the grant.
 - J. Clemans asked about the Heights Branch WIFI. The city and library WIFI are currently on at that Branch.
 - All library staff is on-site, no one is working virtually.
 - Heights Branch is open on Weds, 9-3pm and Saturdays, 9-1 pm. 2.5 weeks into the new hours - traffic has been slow. Masks are required in the Heights facility.
 - We have 3 current part time vacancies: 2 Library Pages and a Library Tech position are open.
 - B. Herrmann asks about marketing for the Heights Branch. Currently email, newsletter, and virtual communications. Door-to-Door marketing was planned but COVID hit so we have pushed that plan back.
 - Delay on budget. The City Council and the Mayor want to wait a little bit longer deciding on the City Budget adoption. The budget meeting is next Monday night (where hopefully they will adopt the budget for the next fiscal year.). The City Council meeting is tonight.

- The plexiglass structure in the library will stay up for now. The Director is very cautious should there be a COVID relapse in the future. Barriers will be kept in place for now.
 - If it's a nice day out, the Information Officer will be seated outside so people can ask questions without entering the building.
 - C. Casco asked about Ward 4 Special Election (happening in mid-July)- any knowledge of the Candidates/if they are library supporters? The Director said he will find out.
- Old Business
 - Strategic plan status - basic outlines are done. Still has two avenues - are we planning for a new facility or not? The Director didn't get many questions from the council regarding the new facility. The renovated facility is on the '27-28 budget plan. It's also in the budget to purchase land on Prince Street in the next few years.
 - L. Sands mentioned that the new historical display table is really great. How long has it been open? The Director said it's been open for just a few months. The display will be rotated out.
 - Library Trustees will have a combined July/August meeting on July 12th and no August meeting.
- Business
 - Budget updates - see above under Library Directors Monthly Report.
 - Foundation update - they meet tomorrow. The Director has gone through their mission and bylaws; in their potential budget for next year, they have a \$12,000 placeholder for "other", non-library groups. What does that mean? The CPL is the only recipient of their grants. For transparency purposes, if they are donating to other agencies, can they explain that process to us, the donors, and the community moving forward. A. Sekou responds that in the last Foundation meeting this was discussed. If any grants are given to someone other than the CPL, it has to be library or education related. Perhaps change the wording in their mission in order to clarify.
 - Delta Dental donated \$1,000 to the CPL Art Foundation toward the sculpture "Age of Wonder". We are very grateful for this donation!
 - Foundation is looking at a new logo.
 - Policy review - none to review.
 - C. O'Leary asks the Director about how some people were reluctant to come back to work and that some patrons are hesitant to come back to the library. Can the Director put up a sign saying that the library employees are vaccinated? The Director answers, "No, unfortunately that is a privacy issue and the city cannot require that its employees be vaccinated."
- Public Comments – None
 - Next Meeting: July 12, 2021
 - J. Clemans motions to adjourn at 7:15pm, A. Sekou seconds