

# CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

Monday, August 3, 2020

6:00 PM

Virtual Meeting vis Zoom

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

- Call to Order: B. Herrmann calls the meeting to order 6:02 pm.
- N. Kinsler moves to accept the minutes of July 6, 2020, monthly meeting, R. Conner seconds.
- Library Director reads COVID-19 Executive Order 2020-04
- Library Director's Report and Monthly Update
  - Still managing dual library service model - browsing patrons and curbside
  - Curbside numbers are decreasing and physical walk-in patrons are slowly increasing
  - Over 100 physical patrons a day
  - Meeting with the city about the next phase of reopening
  - 2 branches are still closed, in order to consider reopening them curbside will need to be decreased to help staff other facilities.
  - Concord Main CPL is still closing every 2 hours for sanitization
  - A part time Library Page has been offered the position pending the background check
  - In the last two weeks we lost 2 full-time employees plus no Youth Services Manager – soon down 3 full-time library staff
  - L. Sands asked if the hiring freeze will affect hiring those 2 FT employees who left. The Director said no, it will not affect hiring them.
  - N. Kinsler asked what positions of the employees that left - The Director responded - both FT Library Technicians.
  - B. Herrmann asked if the Director has concerns about HVAC concerns regarding social distancing requirements. The Heights is most likely fine. It's an easier space to manage and a newer facility. The Penacook branch is a concern. May institute limited returns to Penacook since there is a return bin outside. Only 1 patron will be allowed at a time at the Penacook facility if we open inside.
  - C. Casco asked if the city will contribute to an employee's MLS if someone wanted one of those empty positions. The Director answered that there is not a specific program for MLS aid, but that staff has taken advantage of some general education credits for MLS in the past.
  - B. Herrmann recommends asking the Foundation to offer a scholarship program for library employees to get their MLS.
  - L. Sands asked if it is possible to do a combination of services at Penacook - if people just picked up books there if people cannot be inside the building. The Director said that they could potentially operate Penacook curbside just like they operate for the Concord drive-up patrons.

- N. Kinsler asked if the Director talked to people who were doing construction out at Penacook. The Director said that since COVID hit, he has not heard from those building the apartment complex.
  - B. Herrmann asked if the city is keeping up with cleaning supplies. The Director said he fills out a report every Friday and by Monday or Tuesday the library has what they need.
- CPL Foundation Update
  - The Foundation doesn't meet in the summer
  - The Foundation sent out a survey to potential board members to find out the background and interests of the members in hopes of having more balance on the board moving forward.
- Old Business
  - Status of trustee appointments - The Director was given the name of the manager of the New American Africans to try and find a new board member
  - R. Conner offers to adapt the Foundation's survey to send out to potential library board candidates.
  - Any additional updates on the Architect's process - yes
    - They are working with General Services to get photos of the main facility
    - The City Manager is working with the mayor to figure out when they will present the information to the City Council, Trustees, etc.
  - COVID-19 Library update/Re-opening plans - see Director's update on COVID info
- New Business
  - B. Herrmann sent a letter to City Council regarding the Youth Services Manager position
  - Spoke with the City Manager over the phone and he is going to share it with the City Council. He will try to put it into action earlier. He recommends B. Herrmann may want to resend the letter as an official letter so it gets read at the official city council meeting.
  - L. Sands thanked B. Herrmann for clarifying the importance of the Youth Services Librarian position.
  - N. Kinsler asked of that position requires an MLS - it does.
  - J. Clemans asked if the city cannot fund the position right now can the CARES Act funds provide a salary for that position as a short term funding gap during COVID/until January.
  - The Director said there is a bill in Congress regarding library staff shortages that has bipartisan support. The Director will talk to the state librarian about the bill.
  - L. Sands said that if there is specific legislation going on in Washington that library trustees like ourselves can talk to people in Washington. All of us will be happy to do that.
  - The Director mentioned that he may not be at the meeting on September 7th.
  - B. Herrmann will take a poll to reschedule September's meeting since September 7th is Labor Day.
- Public Comments
  - None
- Next meeting: September 7, 2020
- R. Conner motions to adjourn at 6:42 pm. N. Kinsler seconds the motion.