

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES
DRAFT MEETING MINUTES
Monday, November 3, 2025, 6:00 PM
Shakespeare Room

In Attendance: Chris Casco; Norm Kinsler, Chair; Ceillie Clark-Keane; Stephanie Simard; Charles O'Leary; Jeremy Clemans; Todd Fabian, Director
Not present: Jeanie West

1. N. Kinsler called the meeting to order at 6:00 p.m.
2. The first agenda item was to approve the minutes of the meeting held on October 6, 2025. By motion of J. Clemans, seconded by S. Simard, the board adopted the minutes by unanimous vote.
3. The next item was public comment. There was no public comment.
4. Library Director's Report and Monthly Update:

T. Fabian said that the legislative review process has begun and that there are a few proposed bills, currently LSRs (legislative service requests) that relate to libraries. HB-2778 relates to removing the authority of the state librarian to give scholarships to students attending graduate library schools. HB 2706 indicates that it relates to public libraries, but isn't more specific than that at this time. Although these are the only two LSR's so far pertaining to libraries, more may come forward.

The community resource guide of services available to citizens was updated and is available at the library for anyone who wants a copy. This is especially important due to lack of clarity concerning the availability of SNAP benefits due to the federal government shutdown.

The Director met with several possible library trustee candidates. He expects one position to be filled soon and has meetings coming up to fill the other position.

The CPL was at full staff for a short time but as often happens, a part time person left the CPL for full time job shortly thereafter. Since COVID, 75 percent of the library staff has turned over. Keeping part time staff is very difficult. There are approximately 21 part time jobs. One such position offers 11 hours, with work at two different library sites. The part time positions have various wages depending on necessary qualifications for the position and its duties. Some of the part time job titles are library technicians, reference librarians. The City generally avoids adding more full-time positions given the need to provide benefits to full time employees. Another staffing issue is that it can be difficult to retain part-time staff as they earn degrees in library sciences, and many staff members are in the process of earning Masters of Library Science degrees. In the past, there have been staff members with master's degrees who worked part time because it was their preference to do so, but that is not as common now. All of these Masters programs are out of state, some online. Given that, there are few opportunities to attract college students studying in library sciences to work at the library as part of their studies. Some high school students in the area do satisfy their graduation requirements to provide community service hours through work at the CPL. Preservation of historical materials is lacking in the state but we are continuing to archive materials at CPL. We have an online repository which is being added to. Access to the archives is free and available to anyone.

The request for minor records draft policy and request form was reviewed and discussed in anticipation of the new law which will allow parents to get the library records of their minor children, effective 1/1/26. The challenge will be to balance compliance with the law with the privacy of patrons. This policy will establish a formal

process for parents and guardians to obtain records in accordance with the new state law. The law is included on the back of the form in order to make clear that this process was initiated in response to state law and is not an independent library policy. The law only applies to current checkouts, and the library system only has access to current checkouts; it does not maintain historical information on all checkouts. Thus, the CPL cannot provide the minor's entire checkout history. There will be many challenges. For example, how might the CPL address a situation in which a minor informs staff that they will suffer a negative consequence were their checkouts made available to the requesting parent? Ensuring that the individual requesting these records has a legal right to them can be complicated. When applying for a library card, a minor needs to have a parent or guardian co-sign their card, which lists the parent's name on the card. It will be more complicated to deal with a parent who is not listed on the card. Also, in divorce situations with shared custody, such may be difficult to handle due to conflicted parental relationships. N. Kinsler asked how we address parents who have lost parental rights. Such would be treated as a nonparent not entitled to the materials. The Director will retain the information on the number of requests with the names redacted for date review purposes. By motion of C. O'Leary, seconded by N. Kinsler, the board unanimously approved the draft Request of Minor Records policy and form.

5. CPL Foundation Update:

Lynn Kelly received the Yates award recently. The Foundation had a presence at the recent book event. They are preparing for the annual campaign. They continue to review a strategic planning process for a new or renovated library. With other large city projects like Rundlett Middle School and the new police station, it may be difficult to get

a new library soon. They have discussed how to best advocate for a renovation or new library project. Capital Improvement Plan items are in the review process by the city now with some big projects upcoming.

6. New Business:

S. Simard attended the recent NH Library Trustee's Association meeting in Barrington at their new library, which opened recently. She described the new space and some of the services offered. Attendees had a tour. She was the only representative from a city library, and trustees at city libraries have different roles from those at small town libraries. Some topics covered at the meeting were AI, the minor record request law, relationships between trustees and friends of library groups. In some towns, trustees have very different roles. For example, some have budget or management authority. She learned that if a town is a member of NH Municipal Association, the library can call them for guidance on issues.

7. Old Business: None

8. Next Meeting: December 3, 2025

9. Adjournment: By motion of S. Simard, seconded by J. Clemans, the meeting concluded by unanimous vote at 6:38 p.m.

Respectfully submitted by:

Chris Casko, Secretary

Date: November 4, 2025