

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Monday, December 2, 2019

6:00 PM

Library Auditorium

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

- Call to Order: Becky Herrmann calls to order 6:06 pm
- Public Comments - none
- C. Casco Moves to accept minutes of October 7, 2019, monthly meeting, J. Clemens seconds
- Library Director's Report and Monthly Update:
 - Pam Stauffacher retired officially this past weekend, the Library Director is still interviewing for this position
 - PT library tech position 13 hours a week that will be posted soon
 - Dec. 16 and Dec 30th - 2 library interns will be leaving
 - J. Clemens asks what would happen if you had to close the library because there is not enough staff to remain open. the Library Director discussed the difficulty of staffing the library on Sundays. (The library is closed on Sundays in the summer.)
 - L. Sands discusses that she would like to see more study space available in the library to attract young people looking for a place to study.
 - Two pages came on as library employees this fall
 - Penacook - Caleb Group - popup branch discussion. A possible property on the river (next to the railroad tracts) became available for a possible build site. (.7 miles from the Penacook village.) The building has access problems - need a ramp, need to alleviate garage bays, it has electricity but no well/water/sewer.
 - B. Herrmann asks if there is a time limit for how long the library can stay in the Penacook building. The Library Director answered with - there will be an assessment soon from General Services. The Library Director is currently the liaison to the Penacook Friends Group.
- CPL Foundation Update
 - B. Herrmann - the majority of the discussion was about the process of figuring out the best way to do grants and to streamline the process with more specific procedures in order to build a revenue stream for a new library building.
- Old Business
 - T. Fabian updated on city/foundation funding request- matching funds that the foundation and the city council put together this year for new library building design (\$25,000 in the fund) - review the proposals mid-January, hire someone in February and have the design complete by end of April.
 - Status of trustee appointments - B. Herrmann and T. Fabian discussed a possible list of people to forward to the city manager sooner rather than later. The Library Director will update the Board members.
- New Business
 - B. Herrmann discussed the First Amendment Library Audits and asks if CPL had any.
 - The Library Director discussed the new ILL system which comes with a new ILL policy (the way the public receives information that is borrowed between states; a

more efficient process, update jargon in the system, patrons will be able to place ILLs from home and choose where they pick it up).

- B. Herrmann asked about the goal of the library policy update/approval process - how the CPL updates their policies each year. J. Clements points out how the Board has updated all policies within the last 18 months. L. Sands asked for an updated fees document as an education piece (the Library Director will send it to the members of the Board) the Library Director states that it's not official until the budget is done.
- B. Herrmann asked how much revenue from fines and fees does the library collect? The Library Director - on average \$30-35,000 but it's down the last few years to low \$20,000. \$100 for an out of town patron to receive a CPL library card.
- Update from the Library Director on HVAC documentation from the city - discussed how to get data on what the city has spent on the library building.
- B. Herrmann motions to adjourn, C. Casco seconds the motion.