

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES
DRAFT MEETING MINUTES
Monday, October 6, 2025, 6:00 PM
Blanchard Room

In Attendance: Chris Casco; Norm Kinsler, Chair; Stephanie Simard; Jeremy Clemans; Charles O'Leary; Jeanie West; Todd Fabian, Director

1. N. Kinsler called the meeting to order at 6:07 p.m.
2. The first agenda item was to approve the minutes of the meeting held on September 8, 2025. A motion by S. Simard and seconded by C. O'Leary to remove an inaccurate phrase that was included about the Library Foundation's role in fundraising for a new library was adopted by unanimous vote, and the revised minutes were then accepted 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 presented members copies of RSA 210-D:11 for review as amended with a new paragraph which relates to parental review of library materials checked out by their minor children, effective 1/1/26. It is unknown how many requests for review by parents will be made and what process CPL will adopt to comply with the RSA. The CPL has not been faced with many such requests to date, but other libraries in the State have encountered such requests. The library needs to determine how to respond to these requests. A chief concern is how a parent will prove legal guardianship and thus demonstrate the right to receive that information. There are different potential protocols with varying degrees of formality which he will review with staff and legal counsel for the city. A written request process with the request signed by a notary is one possibility. He will bring a proposed process/ policy to the board for review at the November.

The library's old return bins have been replaced by new and larger ones, which have been oriented perpendicular to the library entrance. This orientation moves the bins from directly to the side of the library entrance, and makes the entrance seem more open and approachable. The new bins hold more books and protect the books from the elements better than the prior bins.

The flooring project is done and the gates for the RFD system installed. The tagging project for the RFD system has begun and is underway. This will be a lengthy process, as all 130,000 items need to be tagged. Staff have been taught about the process and 20 staff members will be involved in completing the tagging over the next year. All of the newer items have been tagged, and newly purchased items are being tagged as they are received.

Baker and Taylor, the largest vendor we have historically purchased books from, is going out of business. The library had already started to move away from them due to poor service, although it is a loss for the industry as they provided materials for a large number of libraries.

Two new library pages are starting soon, and a new youth services director has been hired and will start tomorrow.

The Federal Government shutdown as it relates to funding for the interlibrary loan program is not expected to have any immediate or short-term impact. It is unknown if there will be a long-term impact if the shutdown continues.

5. CPL Foundation Update:

The annual mailer is being worked on, and will be distributed city-wide.

The Director's grant request for 2026 is being worked on and will be submitted for the library's foundation grant.

The foundation had a table at the book festival last weekend with positive results.

6. New Business:

Walter Mosley gave the keynote address at the NH Book Festival.

T. Fabian followed up on membership to the NH Library Trustee Association. The library is going to pay for the trustees' membership. S. Simard volunteered to complete the application on behalf of the board. By motion of J. Clemans, seconded by N.

Kinsler, and adopted by unanimous vote, S. Simard will complete the application to the association listing all current trustee members.

7. Old Business- None

8. Next Meeting- November 3, 2025

9. Adjournment- By motion of J. Clemans, seconded by C. O'Leary, the meeting concluded by unanimous vote at 6:45 p.m.

Respectfully submitted by:

Chris Casco, Secretary

Date: October 7, 2025