

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Monday, November 2, 2020

6:00 PM

Virtual Meeting vis Zoom

In Attendance: Jeremy Clemans, Chris Casco, Ray Conner, the Library Director-Todd Fabian, Becky Herrmann, Norman Kinsler, Michelle Marino, Charles O'Leary, Lisa Sands.
Guest-City Manager Tom Aspell

- Call to Order: B. Herrmann calls the meeting to order 6:01 pm
- Library Director reads COVID-19 Executive Order 2020-04
- N. Kinsler moves to accept the amended minutes of October 5, 2020, monthly meeting, L. Sands seconds. (J. Clemans name is misspelled.)
- Tom Aspell, City Manager, discusses how the city funds their projects in relation to the library project:
 - The library rehabilitation expansion project - 3 phases - in 2023 fiscal year - \$500,000 is set aside for property for parking (Prince Street - green building placeholder to provide additional space for parking already in place)
 - Fiscal year 2027 & 2028 11 million dollars is set aside for library design and construction.
 - The Capital Budget process, for the public piece, is a 10-year plan, out to fiscal year 2030. Plan out as far as we can so there are no surprises. Public hearing each year in May to review the Capital Budget again. Then modify based on recommendations.
 - Last several years when the capital budget is voted on there are traditionally about 25 million dollars in Capital projects. Review on a monthly basis to see how the revenues are doing and move forward or hold off on the projects based on the review.
 - A large project, like a water treatment upgrade or a renovated library, would be paid for by general obligation bonds over a 20 year period to lessen the total financial burden all at once. The city wouldn't pay for say roads with bonds as their lifespan isn't as long, typically they last 25 years. A Library will last 50-75 years or more.
 - Ideally a library renovation would perhaps be paid for 10% by donations in order to elevate the project for the community with that public support.
 - Community will have discussions about expenses so the Trustees need to know what they want to do regarding timing with the library project.
 - The CPL Board needs to help the council understand how the library project fits into the city's overall plan and explain why it is important to the community.
 - The CPL Board should talk to the City Council to spread the word and help seek support of the library project.
 - Recommends showing the deficiencies and limitations of the current library to promote a new library space.
 - Recommends explaining how the library can become the community and social area for this side of the river. Rebrand as a library and community center - explain different uses of the new space. What will it be going forward? How can the community come together in a new larger space? Show how the library is for everyone in the community.

- Library Director's Report and Monthly Update on COVID Plans
 - Meetings with City manager and administration - discussing preparation to pull back a phase service-wise - no patrons in the building - curbside service would be the only service offered in person. We would restart or virtual services phase. Safety is the key factor as we move forward.
 - Hired a youth services manager - begin in mid-January. 14 months since the last youth services manager retired.
 - Just hired a library technician for 17 hours a week.
 - January could be the first time we have had a full staff in four years.
 - Library Return Bin purchased- Challenge with the design with the current facility is to avoid creating a bottleneck - now patrons come and leave through the front door so we have the front bins closed. Most libraries have patrons enter and exit through a separate door for safety purposes. A new large double return bin was purchased with grant money - concrete foundation has been poured. This will be placed on Prince Street by the double doors that we used this summer for curbside pickup by the Fowler Entrance. Once it arrives we will immediately discontinue and uninstall the old return bin across the street behind city hall. The new bin will be open 24/7 and holds much more volume. It will be safer for staff to empty and patrons no longer will have to navigate around the parking lot to try and line up their car window at an acute angle. It will be a walk up return bin- patrons can easily park on Prince and drop items off.
 - The City Manager is interviewing a new CPL Trustee candidate this week.
 - The library's CPLF grant was approved for next year.
 - The Trustee Survey is ready to be sent out. R. Conner explains survey questions are related to race, gender, education library use, skills and expertise brought to the board.
- CPL Foundation Update
 - Todd and Becky were not able to attend the meeting.
- Sample Trustee Goals - B. Herrmann asks what goals are at the top?
 - Take all of the documents for when onboarding a new Trustee and put them in a Google or DropBox folder. (Digital plan vs in a notebook.)
 - Develop a plan to collaborate and plan with the CPL Foundation. What is the Trustee role in the project vs the Foundation member role in the project? Trustees can be advocates - Foundation can ask for funds.
 - Develop an identity as a Board
 - Have a Trustee presence at library events
 - Be an advocate for the library - reach out to business and personal groups
 - NH Trustees Institute - conference - CPL Trustees should attend
 - Become a member of the ALA Trustee division
 - Support Director in policy making and long-range planning - how can the Trustees be more involved?
- The Director will do more research and keep us posted regarding the Building Plan combined with the Strategic Plan after winter. (He found an old SWOT Analysis for CPL from 2013-2014.)
- Public Comments
 - None
- Next meeting: December 7, 2020
- R. Connor motions to adjourn at 7:39 pm, N. Kinsler seconds the motion.