

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES
DRAFT MEETING MINUTES
Monday, June 2, 2025, 6:00 PM
Shakespeare Room

In Attendance: Chris Casco; Norm Kinsler, Chair; Ceillie Clark-Keane; Jeanie West; Stephanie Simard; Charles O'Leary; Todd Fabian, Director

1. N. Kinsler called the meeting to order at 6:02 p.m.
2. The first agenda item was to approve the minutes of the meeting held on May 5, 2025. By motion of C. Clark-Keane, seconded by J. West, the board adopted the minutes by unanimous vote. (C. O'Leary did not participate in the vote).
3. The next item was public comment. There was no public comment.
4. Library Director's Report and Monthly Update:

T. Fabian informed the board that Fatawu Isaah has resigned as a trustee due to new job commitments which require travel, making him unable to serve. Therefore, The Director is hoping to recruit at least one new member, preferably from East Concord. He updated the board on the ongoing construction projects, including sealing to prevent water leaking into the building, which has happened at several locations.

The flooring installation has continued but encountered some difficulties with obtaining carpeting. After being presented with limited options, he chose a sturdy walk off carpet for the first floor. The Director made it clear to the supplier/installer that the remaining installation must be done on a Sunday, as he is unwilling to close the library once more to complete the installation.

The first meeting for the group working on implementing the RFID project, the new library item tracking system, will happen next week. The entire process is expected to take approximately 18 months, but he will be able to provide a more definite timeline at

the September trustee meeting. Theft has not been a problem at the library branches. The old ADA lift for the auditorium has been taken away and work to install the new lift has started. This should happen within the next several weeks, allowing for the auditorium to be reopened.

The last public hearing for this year's City budget is later this week. Some important items include property acquisition in Fy26, exploring properties available for purchase on Prince Street and others in the vicinity of the main library. Upcoming capital improvement budget items for Fy 28 and Fy 30 are for library facility renovations.

The City's intent is for the library to remain in its current location and to be expanded, rather than relocating elsewhere. The most recent architectural plans (from 2020) however, must be updated to reflect current issues including those realized during COVID. For example, there is a need to add a design feature allowing for efficient curbside pickup were it necessary in a pandemic. A new facility will also require an improved shipping/receiving location; currently, this occurs in the library basement. A few additional issues regarding use of basement space need to be addressed. Libraries no longer consider it ideal for programming to be done in the basements of their facilities, yet our library's auditorium is situated in the basement. The new design must offer other options. In addition, the Concord Room is a valuable resource as a document repository and needs to be housed in a proper space above ground, both to ensure proper climate control for preservation of the items, and for easier access by patrons.

The library has continued to experience higher and higher circulation from year to year since Covid, among the busiest ever.

5. CPL Foundation Update- They are going to begin work on a citywide mailing about the proposed library expansion project. They will transition to a new chair over the summer. Concord Reads has concluded for this year and will soon begin work on next year's event.

6. New Business- Election of officers will happen at the September meeting.

Alternatives to the Hoopla application will be explored due to its high cost, although it is heavily used by patrons, particularly for audiobooks.

7. Old Business- None

8. Next Meeting- September 8, 2025

9. Adjournment- By motion of S. Simard, seconded by C. Clark-Keane, the meeting concluded by unanimous vote at 6:41 p.m.

Respectfully submitted by:

Chris Casco, Secretary

Date: June 3, 2025