

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Monday, September 16, 2019

6:00 PM

Auditorium

In Attendance: Lisa Calgaard Sands, Chris Casco, Todd Fabian , Becky Hermann, Norman Kinsler, Charles O'Leary, Michelle Marino

- Call to Order: Becky Hermann 6 p.m.
- The approval of the Minutes of the June 3, 2019, meeting was postponed to allow the Trustees time to review them. C. Casco so moved and C. O'Leary seconded the motion.
- Public Comment: None
- Trustee introduced themselves to the new member, N. Kinsler and discussed ways to educate those new to the Board, such as handing out a printout of the structure of who works where to put in the Trustee binder, name tags for Trustees.
- Library Director's Report and Monthly Update:
 - The Library Director pointed out that on the southside on Prince street, water gets in through the windows. They are recaulking.
 - The Library Director explained that front brass outer doors will be removed as the two secondary front doors will be replaced. Brass door will be removed and be sanded down and potentially returned depending on how the new doors look.
 - The Library Director explained that the library now has only 3 keys - 1 master key, 1 for the other locks in the building, and the third key for the Concord room. Keys 1 and 2 work at the Penacook branch as well. (Public Works paid for this)
 - The Library Director discussed Bathrooms - the Capital budget has money appointed to improve the bathrooms on the first floor. Men's room is too small - only 1 stall and 1 urinal. Women's bathroom has 3 stalls. Proposal to make 3 individual gender-neutral bathrooms with a sink in each bathroom, new fixtures, extensive plumbing work will be done. Tomorrow is the first design plan meeting to see if it is feasible.
 - The Library Director discussed making some changes with online technology. Hoopla app dropping down to four checkouts a month on November 1st. Requested that NewsBank give the library the Concord Monitor and the Union Leader only in their subscription. Library colleagues complained and gotten smaller deals. May cut NewsBank all together if we cannot get the deal.
 - The Library Director discussed the lack of delivery of the NYTimes and Boston Globe. The head of the delivery company, Sullivan News, died so the library is currently trying to get a new contract and dissolve the current deal. We need to be credited as we have paid for services that have not been rendered.
 - The Library Director explained that the state is launching a magazine periodical database. CPL subscribes to the underused RB Digital. There are issues with the downloading of articles and the technology is buggy. CPL will let the contract end this year and move over to the state subscriptions.
 - The Libray Director explained how he discussed creating a pop-up library in the new Caleb Group development with a classroom and closet space similar to the setup in the

Heights with the Caleb Group representative. The Caleb Group is building new housing at the tannery site in Penacook.

- The Library Director discussed the hiring of two new pages (Hannah and Kelli) and the need to hire another page and a new Division Head/Children's Librarian.
- Concord Public Library Foundation Update: Becky Hermann updated the Library Trustees about the meeting with the Foundation, City Manager, and the Mayor.
 - On August 29, Becky, Todd and a few members from the Foundation met with the mayor and the city manager to discuss the plans for the library renovation. First on their agenda - create different roles for the members of the Foundation and the CPL Trustees. Form a building planning committee - 1 for library design plan - conceptual. 2nd committee after money is raised and ready to move ahead. Looked at a city map of possible location/expansion of the current library.
 - B. Hermann suggested the Trustees, please familiarize themselves with the Needs Assessment from 2007 - online (public document) Mayor/city manager said if we show a good-faith effort that the Foundation and Trustees have a campaign and are advocating for a new library than the city can get behind it. We must have a conceptual idea by February 2020 in order to move forward with the city.
 - Al Cantor, a fundraiser consultant, spoke to the Foundation about the problems with raising money in Concord. It's the same people are always giving. Recommend Trustees and Foundation build enthusiasm for the project into the community.
- The Trustees discussed seeing the paperwork history in a binder that General Services has on addressing HVAC issues in the library.
- The Trustees discussed a possible study that will tell us if it's more cost-effective to renovate or build brand new. Engineers who worked on the roof said that the library is built on a lot more granite than was needed so the library can go up two floors if a renovation is built on the current foundation. Footprint-wise the library has 33,000 square feet. Rework the current square feet to make it more usable.
- The Library Director suggested visiting other libraries that use their square footage more efficiently. Keene, Portsmouth. A study states that CPL uses only 57% of their library space.
- Old Business
 - Concord Reads 2020 - the event will be at Red River in April. The author has been contacted and approved/accepted.
 - The Trustees discussed the success of the summer concert program. Turnout was good and the crafts programs are continuing to draw a lot of people.
 - The Library Director explained that the library is spending a lot more money on a concert program. In the future, there will be a rain date for every music event.
 - The Trustees discussed the dip in the circulation due to the construction for 7 weeks outside the library that limited parking.
 - The Trustees discussed where the sign-up is for the library newsletter.
 - The Trustees commented on the success of the museum passes/Tix System's purchasing online.

- New Business
 - The Library Director updated the Trustees on the status of trustee appointments. Norman Kinsler is the newest Trustee. We are expecting two more in the future.

- B. Hermann moved to adjourn at 7:16 p.m. C. O’Leary seconded the motion. The motion to adjourn passed unanimously. The next meeting is October 7, 2019, at 6:00 p.m.