

**CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

**Monday, January 6, 2025, 6:00 PM
Blanchard Room**

In Attendance: Todd Fabian, Library Director; Jeremy Clemans; Chris Casko; Norm Kinsler, Chair; Ceillie Clark-Keane; Fatawu Issah; Charles O'Leary

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 December 2, 2024. By motion of J. Clemans, seconded by C. O'Leary, the board adopted the minutes by unanimous vote.
3. The next item was public comment. There was no public comment.
4. Library Director's report and monthly update, Todd Fabian, Library Director:

The building had a water leak a few weeks ago, at a time when the library was closed. There was pooling when an air conditioning unit didn't drain and leaked and spilled water into the Children's Room. It continued onto the first floor, setting off sensor alerts. The Fire Department responded. Thereafter, Servpro took care of much of the damage and dried the area quickly. Further investigation will be done to ensure that there isn't any mold in the walls as a result of the flooding. The Children's Room had to close for a few days, but otherwise there was little public impact as a result of this event. A computer and approximately 500 books were lost.

The HVAC system that caused this issue is beyond its life and needs replacement. Next week, general services will ask the City Council for funds for HVAC chillers for installation to ensure that the system will operate properly; besides recurrent leaks, the system was only able to run at ¼ capacity last summer. This left the building uncomfortable for patrons and staff; if the system had failed entirely, it would have put

books and other sensitive materials in jeopardy. More water sensors will be installed so that faster notifications are done in the future should a leak occur.

The library auditorium has been closed to replace the lift. It has been difficult to find a company able to replace the lift with a similar lift. The lounge outside the auditorium is temporarily being used for programming. The Shakespeare Room is being painted and renovated, and will be finished in time for next month's trustee meeting.

Another building maintenance project is to replace carpeting, which will require library closure for a day or two to complete the project. This is part of a project with several stages.

Due to the age of the building, maintenance costs may be significant in coming years.

CPL will enter into a 1-year contract within in the next couple of months for a new library digital app, with a competitor of the current application.

The digital collection on the library web site is up and running. The materials can be searched and viewed remotely.

Potential trustees from Wards 5 and 9 were interviewed, and their nominations are going forward with the city manager and are expected to be confirmed by the council so that they can be seated for the March meeting.

5. CPL Foundation Update- None. They will meet again in a couple of weeks. They intend to expand marketing efforts. They recently visited the City Council and informed them about what they do. The Council will accept their donation next week.

6. New Business- None

7. Old Business- Todd spoke with library directors in other states about rules preventing patrons from bringing shopping carts into libraries. They have not had problems enforcing a policy regulating carts at other libraries. Recently some patrons have attempted to bring shopping carts into the building. Therefore, it is necessary to implement and enforce a policy to regulate this activity. Todd circulated the draft policy. By motion of C. O'Leary, seconded by C. Clark-Keane, the board adopted an addition to the Concord Public Library Rules and Regulations, #14, "Patrons may not bring or use wheeled devices inside the library including bicycles, scooters, and shopping carts. These restrictions do not apply to ADA devices or baby strollers", by unanimous vote. Budget preparation is ongoing. Finally, the new Penacook branch has opened and programming has started. It has been well received and is a massive upgrade in the facility for the community.
8. Next Meeting- February 3, 2025
9. Adjournment- By motion of J. Clemans, seconded by C. O'Leary, the meeting concluded by unanimous vote at 6:35 p.m.

Respectfully submitted by:

Chris Casko, Secretary

Date: January 6, 2025