

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Thursday, March 7, 2022

6:00 PM

Library Shakespeare Room

In Attendance: Jeremy Clemans, Ray Connor (remote), Chris Casco, the Library Director-Todd Fabian, Becky Herrmann, Michelle Marino, Norm Kinsler, Lisa Sands, Ali Sekou

1. B. Herrmann calls to order at 6:05 pm

2. Public Comments - none

3. J. Clemans moves to accept minutes of February 7, 2022, amended monthly meeting; N. Kinsler seconds. *Typos that need to be corrected: "non-concord" - the C needs to be capitalized; there is an extra "the" in the paragraph about Ellen*

4. Library Director's Report and Monthly Update on Covid precautions -

- COVID update - The library opened last week with no mask ordinance - masks officially do not have to be worn inside the library
- COVID and staff - L. Sands asked about how comfortable the staff is with no masks being required. The staff is more comfortable now than they were 6 months ago.
- Penacook Branch will be opened, proactively to provide services to the community, provided it is a structurally safe environment for one day a week, on Thursdays. Council will still have a discussion between May and June regarding making a call on the future of the Penacook Branch we will take it one week at a time
- J. Clemans asked about how the employees feel who will be covering the Penacook Branch regarding being in such a small space with no masks required.
- B. Herrmann recommended getting portable air purifiers for the Penacook Branch
- A shelf failed in the 700's section. This was a bookshelf made locally out of pine. It was quickly disassembled and disposed of within an hour. There is an additional pine shelf that will be disassembled and disposed of as well. Currently, there are carts where patrons can browse books in that section. Nothing can be done in-house due to the thinness and dryness of the pine. There is not adequate city staffing to construct a new shelf. The Director is currently looking into new options. If the design specs can be controlled, the Director may look to someone locally to build them; the prison or CRTC.

5. Old Business -

- Foundation update - The Director and A. Sekou were at the last Foundation meeting. The Foundation board members reviewed their Mission and Articles of Incorporation. They will move on and keep doing what they are doing
- The Annual appeal raised \$17,575. 149 donors, \$450 educated to the Penacook Branch.
- The Fines and Fees schedule is something that is set by the City Council. It would need to be discussed with them if the library wanted to go fine-free. This money gets deposited into General Funds rather than going back to the library. L. Sands asked if there are any guidelines written regarding protocol if anyone damages a book. The Director said it is on the website and he will follow up with that at the next meeting.
- Review and consideration for approval of Materials Selection Policy, Programming Policy, Request for Reconsideration Form, and Photo Release form
 - Materials Selection Policy- Revised February 8, 2022: Challenges are becoming much more common. All policies have gone through legal.
 - A. Sekou asked if “for all ages” be added in order to be more inclusive on the form in the “Other Considerations” section Variety is also used twice - request to remove.
 - L. Sands What does CPL mean that the library does not duplicate materials State library and the Historical Society Library- what is the reason - The Director responded - space issue.
 - Programming Policy:
 - B. Herrmann asked if any programs have been challenged. The Director stated that they have not.
 - L. Sands asked if someone can object to a program that has already occurred. The Director said he supposes they could. It is more likely that the objection would be happening during the program.
 - Grammatical edits were discussed.
 - Request for Reconsideration Form:
 - J. Clemans asked about the definition of “community member” - a Concord resident, someone who lives in Bow who has a CPL card, anyone in NH, etc.? The Director said that a community member is either a Concord resident or a CPL cardholder. The Director will edit the form to specify what a community member is as “a CPL cardholder or a resident of Concord” instead of “community member”
 - Regarding the Request for consideration form - L. Sands asked about what happens if the discussion goes beyond the Library Director and the board of trustees. The procedure is what needs to be defined.
 - Grammatical edits were discussed.

- L. Sands asked where these forms will end up and how will they be submitted by patrons. The Director said that will be online. Patrons will have to print it out and come to the library (preferred) in person or send it by mail.
- R. Connor would like to add something in regards to the specifics of item objections regarding specific topics (racism, etc.). They asked about what CPL has experienced lately. The Director and Librarians have addressed about 10 or 12 item objections in the CPL: COVID, transgender, Hannah Duston, witchcraft, etc. the things that are more commonly challenged are what the CPL usually sees. All objections were not taken any further than a verbal objection and conversation.
- N. Kinsler asked about #3 and asked to possibly add, "in order to submit a request, you're required to read the entire piece" The Board decided against that. N. Kinsler also asked to add "Please state the specific pages of concern."
- Photo Release Form:
 - J. Clemans - asked about consent to publish or broadcast images specifically regarding a child's image being printed - a parental or guardian question regarding the use of that child's image. The Director may add something like "A photo release form will be provided applicable to the situation." The Director needs to talk to legal and this will be specified in a future meeting.
 - L. Sands asked if there is an announcement when a physical meeting is being recorded and broadcasted. The Director replied that yes, at the beginning of every Zoom meeting there is an announcement made if it's also being taped.
- J. Clemans makes a motion to accept and approve the Review and Consideration for Approval of Materials Selection Policy, Request for Reconsideration Form, and Photo Release form;
 - A. Sekou seconds. As discussed, the Program Policy will be taken back to the City Solicitor with some questions.

6. New Business

- Review of Trustee terms and dates
 - The City Treasurer will come to the next meeting and discuss the library trust funds in order for the Trustees to make recommendations for the future.
 - B. Herrmann asked The Director to provide Trustees with an annual report so we can sign off on it.
 - C. Casko reminded New Trustees to go to the City Clerks' office to swear and sign off on the Trustee Appointment.
 - May 1, 2022 Trustees will need to renew their post -N. Kinsler and J. Clemans will be renewing; R. Connor will not be renewing

7. Next Meeting: April 4, 2022

8. C. Casco motions to adjourn at 7:30 pm, N. Kinsler seconds