

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES
DRAFT MEETING MINUTES
Monday, December 1, 2025, 6:00 PM
Shakespeare Room

In Attendance: Chris Casco; Stephanie Simard; Jeremy Clemans; Jeanie West; Todd Fabian, Director

Not present: Ceillie Clark-Keane; Norm Kinsler; Charles O'Leary

1. J. Clemans called the meeting to order at 6:03 p.m.
2. The first agenda – approving the minutes of the meeting held on November 3, 2025 – was tabled until the next meeting due to lacking a quorum relative to those present at the November meeting being tonight's meeting. The item will be taken up at the next meeting.
3. The next item was public comment. There was no public comment.
4. Library Director's Report and Monthly Update - T. Fabian said that approval of a new trustee is in process which will bring the total number to 8 members, 5 being a quorum. A possible ninth member may also be nominated to move forward for approval soon. The NH Department of Justice last year asked that it be confirmed that no trustee holds any of the trust funds of the library and N. Kinsler will sign on behalf of the board as president, and T. Fabian will also sign to confirm. He also circulated a list of the trust funds for the City which includes the library trust funds. The library trust funds have been used annually as a part of the operating budget for the library. There has been interest in the purchase of the retired Penacook library facility. He is not involved in that process. The City hopes to sell the property soon. As to staffing, the library is currently interviewing for one of two open positions. It is difficult to fill part-time positions. What typically happens is that a person in a part-time position leaves for a full-time job. Another challenge is that nights and Saturdays are required as part of the

schedule, and many job seekers are not looking to work those times. In the library field, staffing – especially for part-time – is particularly challenging. Moreover, with lack of Master of Library Science degree programs in the area, there is not a typical feeder system for staffing. In addition, during COVID, some of the library workforce left the field and those individuals have not been replaced with new workers entering the field. Approximately 75% of the library's staff has changed since the pandemic in 2020. There are upcoming staff training sessions planned. For example, on Martin Luther King day, there will be a staff training while the library is closed to the public. The library has a passive puzzle collection where puzzles can be checked out and returned. A new technology called Yoto is an electronic gaming and story system that has become very popular recently. Another piece of technology is a new scanner which is being used in the Concord Room to digitize more of the collection. Concord High School has recently digitized all of the yearbooks. The request of minor records RSA takes effect on 1/1/26. Staff will have written guidance based on the policy approved by the trustees at the last meeting.

5. CPL Foundation Update- J. West briefed the board on the Foundation's most recent meeting which included discussion of the next Concord Reads program. They are looking at how best to function as an effective group. S. Simard also attended the meeting. The Foundation is trying to come up with ways to engage the public about the library. The Foundation is working on resetting their processes.

6. New Business- None

7. Old Business- None

8. Next Meeting- January 5, 2026

9. Adjournment - By motion of S. Simard, seconded by J. West, the meeting concluded by unanimous vote at 6:44 p.m.

Respectfully submitted by:

Chris Casko, Secretary

Date: December 2, 2025