



CITY OF CONCORD MEETING MINUTES

CONCORD PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, June 8, 2020
6:00 PM
Virtual Meeting using Zoom

- Attendance: J. Clemans, C. Casco, R. Hermann, R. Conner; N. Kinsler; L. Sands, T. Fabian- Library Director; C. O'Leary
- T. Fabian opened the meeting at 6:02 p.m. by video conference using Zoom as the platform. The legal basis for a video meeting are the emergency orders of Governor Sununu issued due to the COVID 19 State of Emergency. The public could participate by video if they wished although there was no physical location for the public to attend. The board members could interact contemporaneously during the meeting.
- The first agenda item regarded acceptance of the minutes of the May 5, 2020 monthly meeting. There was one change to add C. Casco as having attended. L. Sands verified his attendance. C. Casco moved acceptance of the minutes, seconded by N. Kinsler and adopted by unanimous hand vote.
- The next agenda item was a CPL Foundation Update. They have provided money for virtual programming. Not much other activity has occurred during the pandemic.
- Next, T. Fabian gave the Library Director's Report and Monthly Update. He discussed the latest on the architect work for a new library. The team working on the project has been great. They will generate a final report within the next couple of weeks. This is expected to energize interest for the library. The anticipated price will be in the final report. The construction costs are premature to share. B. Hermann indicated that the costs will be estimated. L. Sands asked whether there will be a report to the trustees? T. Fabian is leaning more towards a presentation to the trustees rather than a written report. This will happen after the budget. This is the first library assessment in 13 years. The Mayor has said that it is likely that the city will conduct all web meetings for the summer. Therefore, this will likely be a virtual presentation. There is an ongoing effort to make Concord more green.
- He next addressed the reopening of the library that will begin tomorrow. It is the first day of curbside service. There will be 2 library staff teams, Hufflepuff and RavenClaw, themed after Harry Potter to handle the first phase of reopening, with one team working one day, and the other working the next, starting with Hufflepuff. Business will be by appointment only. No one can come until called for a 15 minute slot. This starts at 9 with phones going live. A drop off bin on Prince Street will open. They will quarantine items coming in for 7 days. He is waiting on a health report for length of quarantine. Thursday, Raven Claw will come in. The last day for the week is Saturday. They will stagger the teams every other day. Custodial will sanitize after the staff is in the building. It is a challenge to stay CDC guideline compliant with such a large building. This is phase I. 3 days per week for now. They will review and decide how to expand thereafter. L. Sands asked if patrons will come into the building

and what they should expect. A video was done for the public to explain the process. They will line up on the sidewalk in front of the building at the entrance. A barrier in front of the table has been erected. They have designated entry and exit areas. They will check patron card numbers. It is 6 feet from the desk where they will pick up books. Others will line up in a holding area. There will be signs on the street to direct foot traffic. A return bin will be behind City Hall. They will also make the area visible with chalk art. The instructional video will go live tomorrow.

- The other city departments did instructional videos as well. Patrons will call to place a hold by phone or digitally. R. Hermann asked about those not able to walk. In those instances, the staff will deliver the items to the car. The staff will wear gloves and masks when delivering items. She also asked about blocking off spaces due to lack of parking but such is not feasible. There will be no drive through lane due to how busy the street is. A drive through lane is unsafe. It would be too unusual to learn.
- The staff will work in shifts. The library Pages will be back part time for some of their hours. Half will work tomorrow and the other half will work on Thursday. Of the 15 of 30 total staff members, 10 to 15 will be on per shift. There is no policy on the number of staff to run the library. It will not be the same as when patrons are in the building. Todd is unsure how busy it will be. The library will be open certain days with specific appointments, 3 days per week to start. There will not initially be a big sign outside, but Todd will order a big sign if needed after tomorrow. Staff will all be wearing matching blue CPL staff shirts. A banner is possible but they spent more on PR and signage than hoped for but money for this purpose has been used. The Foundation has also provided some funds for the PR for phased reopening.
- The final public hearing on the budget will happen next week. A Page position has been frozen. Moreover, the Director of Children's Services position, open since 11/19, will not be filled until January, 2021 due to budgetary concerns. At this time, 1 of 3 division heads is still vacant. This is a budget adjustment. It is part of a 0 percent tax increase of the proposed city budget. It is, however, a fluid budget that could change. City revenues will be reviewed and adjustments made to the budget. By fall, we hope to be back to work in a more normal situation. So far, staff pay has remained the same.
- Furthermore, youth services are being fulfilled in a few ways despite the vacant department head vacancy. Todd is the default head of the department. L. Sands pointed out that these services are critical during this time because kids have been out of school and need activities during the summer. Kids are in need of programming. They are not ordering new items until July 1 to save money. There is flexible money available to meet any requests made for authors that they don't have. The staff has prepared orders of items to fill when they are able to.
- The Heights and Penacook branches have different reopening plans due to their vastly different sizes. The Heights branch has a new hvac system so as to be able to handle cdc guidelines. Penacook is so small you can't safely social distance but they do have a return bin that is being evaluated. There can be no more than 1 patron in the library at a time in such a small space at this moment.
- N. Kinsler has heard from patrons that their time with items checked out is too short. They need to return too soon. Most of the collection has a 2 week checkout. That was a change from prior longer loan terms that were changed so that people will come in more often. People are used to having items 3 or 4 weeks. Todd will review the loan rules. Ours meet the industry standard for libraries. Patrons can renew twice if no items are on hold. For long books and dvd series, etc..., there are longer lending periods. The loan period varies depending on the length of the materials. R. Conner asked about people with a learning disability or slow readers. Are there different options? There are exceptions made on a case by case basis as to the length of a loan and whether it can be extended. The staff is flexible with extensions. If something is not on hold, they may renew. They can renew twice, which is a generous policy compared to other libraries.
- The next topic was whether there should be a focus on reading on social justice or race issues and whether the library should take a position on recent events. Is there an ability to create a way to allow

for a dialogue on these issues at the library? Some libraries have released statements, but Todd is not comfortable with some of what has been generated. The library decided after discussing it with the public information officer not to release any statement or take a position that could be viewed as taking a political position. The library wants to be apolitical, and is working on various reading lists that relate to the current climate in the country to suggest titles that may be of interest.

- Public Comments- None. No one appeared at the meeting from the public.
- Next Meeting: July 6, 2020
- Adjournment- 6:45. N. Kisler moved to adjourn seconded by R. Conner.

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