



## Library Committee Meeting

Minutes

May 16, 2023 – 7:00 p.m.

Main Library, Trustees' Room

### Attended

Committee: Kathleen Reidy (Chair), Lindsay Howard, Krysten Morganti, Laura Klein, Sara Pacelle, Mary-Wren vanderWilden, Farhanah Sheets

Also in Attendance: Emily Smith (Director), Dee Clarke, Pam Ressler, Sara Dempster (Head of Youth Services), Ricky Sirois (Assistant Director), Christiana Urbano (Makerspace Coordinator), Sherry Litwack (Library Corporation President)

### Public Comment

None.

### Acceptance of Meeting Minutes

The committee reviewed the minutes from April 11, 2023 meeting and voted unanimously to approve them.

### Library Director's Report

Emily reported that the full report is available online: <https://concordlibrary.org/news-events/directors-report>

Her highlights include:

- Sunday, October 1st, will be the CFPL 150th celebration event, from 2PM-4PM.
- Plans are developing for an after-hours event on October 14th.
- The Makerspace will be opening on June 10th. There will be some crafting opportunities at the Book Sale, as well as information about how the space will operate, with a hope to open the space to the public for regular hours starting Monday June 12th.
- Financial report: gas and electric over budget; will move into Town's Facilities budget next year. Clerical services are also higher than expected due to use of temp to fill vacancy.
- Budget for 2023-2024: 80% of next year's budget is personnel. Utilities costs will be managed through the Facilities budget (not Library's). There is new budget line for tracking MLN's required Digital Content fee. Now that the Library has been open for a full year after renovations, the budget should better reflect the new costs of running at full capacity.
- The Library will open late on Friday June 18th, as the staff will be attending a DEI training about pronouns.
- Ricky Sirois noted that he is on a town committee working to assess and address improvements to Concord's mental health support services. The Library will be serving the community by developing a mental health resource center in the rotunda of the Main Branch. The committee has discussed the greater need for support services in the schools, how to identify clients in need, how to inform the community about the resources available, and ensuring that the Library's books and online resources are curated to have good quality information.

## **Library Corporation Update**

Sherry Litwack reported that the Joel Myerson lecture series event in April by Professor Megan Marshall was well-attended. The next lecture will take place on May 17th, presented by Daniel Shealy: May Alcott & the Town of Concord. These lectures present an exciting opportunity to hear new research and connections to Special Collections. The Concord Museum exhibit of CFPL artwork has been a great success. Curators of the Library and Museum will be doing gallery tours on 6/16 and 7/14. The partnership with the Museum has been very strong.

## **New Business**

### **Introducing Head of Youth Services & Summer Reading Preview**

- Sara Dempster (Head of Youth Services) introduced herself and reported to the Committee about new ideas for expanded services:
  - a Healing Library with themed kits on topics such as death of a pet or anxiety
  - additions to the Library of Things for neurodiverse patrons, such as a weighted blanket or wobble stool
  - programs that combine storytelling with science experiments
- Sara presented materials for the summer reading program, which involves weekly bingo cards and collectible beads as rewards for meeting goals. This summer reading challenge will run in addition to a full calendar of events and programs.

### **FY24 Library Committee Schedule Draft**

The Library Committee Schedule for 2023-2024 was submitted with adjustments for November, February, April due to holidays and school vacations. Meetings may be moved permanently to second Tuesdays; this will be discussed in September.

### **Discontinuing “3D Printing Policy”**

The current policy regarding the 3D printer was last updated in 2017, and refers to when the staff would facilitate printing 3D print jobs on behalf of patrons. With the opening of the new Workshop makerspace, the 3D printer guidelines are incorporated into the already approved Workshop Policy, as well as the “Rules of Behavior,” and “Computer Use and Public Internet Access” policies. The cost model is still being developed, but typically there will be no materials costs (to the patron) if the equipment is being used as part of a library program. Patrons should bring their own materials to use with the machines during open maker hours. The Committee voted unanimously to discontinue the 3D Printing Policy.

### **Sales Policy Draft**

Now that the Library is fine-free and no longer has cash registers being reconciled daily, there are some logistical difficulties with staff involvement in cash transactions. Examples are providing change for vending machines or Friends every day book sale, or staff assisting with cash sales for the Friends after hours events. The Committee discussed the new “Sales” policy that is being developed to address this. Going forward, no cash transactions will be handled by staff. Passive cash systems (e.g. locked bill/coin tower) will be used in the Library as needed, and visiting authors and artists selling their work will manage sales themselves if they are there as part of library programming. The policy addressing general rules of behavior already prohibits solicitation of any kind. Staff will continue the discussion and bring a policy draft to the Committee at a later date.

## **Ongoing Business**

### **Schedule – no meetings June/July/August**

The committee confirmed that the first meeting of the new Committee year is scheduled for September 19, 2023.

All members voted to adjourn at 8:10pm.

Respectfully submitted,  
Krysten Morganti