



Library Committee Meeting
Minutes
June 15, 2021 – 7:00 p.m.
**In person- at the Library in
Trustees Room**

Attended

Krysten Morganti, Lindsay Howard, Chair, Laura Klein, Tara Edelman, Sue Curtin

Sara- Pacelle, Debby Adleman (observers)

Henry Dane-, Select Board Liaison

Caroline Nie, Acting Library Director

Sherry Litwack, President Library Corporation

Agenda

1. Acceptance of April 20, 2021 Meeting Minutes
2. Two Potential New Members (Lindsay)
3. Library Corporation Update (Sherry)
4. Acting Library Director's Report (Caroline)
5. Other Business

1. Acceptance of April 20, 2021 Meeting Minutes

Minutes were approved with edits.

2. Two Potential New Members (Lindsay)

Sara- and Debby introduced themselves and talked about why they want to be a part of the Committee.

3. Library Corporation Update (Lindsay & then Sherry)

(Lindsay) Jeff Adams spoke at Town Meeting. Everything is on schedule. We are excited to see the space. Sustainability committee has 1 final meeting and is finding out how to support the plan going forward.

(Sherry) Everything is on budget. The whole committee pays attention to the details, which is wonderful. Timing- expansion is still scheduled to open at the end of October. Then, the construction work in the main library will begin. The library will never close. Nothing is happening to the historical spaces. By early 2022, all of the work will be done. The Corporation is still fundraising. The delays due to the pandemic have increased the costs, so that is why they are not fully at the dollar goal.

The sustainability plan should be ready for the public in the next month. GreenerU discussed sending a paper copy to everybody in Concord, but that does not make sense. GreenerU will make the plan available online and on the website and also have a few printed copies. We discussed having GreenerU use the weekly email from the Library to publicize the new sustainability plan.

The foreman for the construction stepped down. He had done the Fowler construction. The staff gave him a very nice send-off.

4. Acting Library Director's Report (Caroline)

Patrons were so happy when the Library reopened and checked out a lot of books. It was a very successful reopening- 1499 check outs on opening day (twice the normal volume). The Friends helped to staff the Library Greeters- getting people to sanitize and fill in the contact tracing forms. There were 1375 contract tracing forms filled out and 529 at Fowler (one form per party) during the period of May 19-28. People really cooperated with the safety rules and there were no issues.

The Library reduced curbside service once they re-opened in person. It has been a very small number of curbside pick-ups as most people really want to come in the Library. There are no facemasks required now if you are fully vaccinated. Since yesterday, full capacity at the Library. Meeting rooms reopened yesterday- by reservation only. Next week the library will open up the public computers.

The Library is looking to fill numerous vacancies. . Two library assistant vacancies- received 200 applications to date. Caroline is hoping to hire 2 people from this pool of candidates. They have already selected 12 people (pre-screening). The Library has hired a temporary library assistant in the interim. Judy the bookkeeper will be on medical leave, so they have hired a temporary accountant during this time. And a special collections assistant is need as well. Caroline is waiting for the town manager to upgrade the classification of the position. They also want to fill the part time library assistant in the children's room- they have an internal candidate. They are hiring a weekend assistant as well.

Summer program- Tails and Tales-summer reading programs- 233 kids and 25 adults signed up. It started yesterday. Children's room librarians have done a great job.

The Library staff would like to add TikTok to their social media platform to appeal to the teenage groups. The Committee will need to update the current policy to include TikTok. The Library Committee will form a subcommittee to review the policy and can review it before the next meeting and get it approved.

Building maintenance- new filters for the building. Fowler has a new backyard- and now can now do activities in the backyard. The staff is very excited.

Comments from the committee: What the staff has been doing on social media has been so professional and it is amazing the way they communicate with kids. The programming has been amazing- the children's team has been doing a lot of writing with home school kids and the staff has been very passionate, warm and kind.

The Committee thanked Caroline for all her hard work.

5. Other Business

There are missing library meeting minutes. If you took minutes in the last year, please send to Caroline & Lindsay. If minutes are missing, we will have to relisten to the Zoom recording. There is a zoom translation service we can each use for free, if needed. Lindsay will forward the dates of the missing dates to Committee Members.

The Friends are hosting their annual book sale on Sat Sept 11th.

Our next scheduled meeting is July 20th. We will have a subcommittee to discuss the social media request. Sue and Lindsay are the subcommittee on social media review – subcommittee approved.

Lindsay is finding out how to continue terms of people on the Library Committee.

A suggestion was made to put a pile of green cards on the library circulation desk.

Agenda item for the next meeting- how to fund the extra position that is currently unfunded by the town for the makerspace.

Adjourned 8:04pm

Respectfully Submitted

Laura J. Klein

June 15, 2021