

Library Committee Meeting Minutes
July 20, 2021, 7:00 p.m.
IN-PERSON @ MAIN LIBRARY
129 MAIN STREET CONCORD, MA 01742

AGENDA

1. Acceptance of June 15, 2021 Meeting Minutes
2. Library Corporation Update
3. Consider New Committee Members
4. Revised Library Social Media Policy and Guidelines (including TikTok)
5. Green Card Display at the Library
6. Library Director Search Update
7. Acting Library Director's Report
8. Other Business
9. Next Meeting: September 21, 2021 @ 7:00 p.m.

In attendance: Sue Curtin, Tara Edelman, Lindsay Howard, Chair, Krysten Morganti, Kathleen Reidy

Caroline Nie, Acting Library Director
Brian Taylor, Finance Committee Liaison

1. Acceptance of June 15, 2021 Meeting Minutes

Minutes approved with edits.

2. Library Corporation Update

Lindsay presented the report from the Library Corporation on behalf of Sherry Litwack, who was unable to attend the meeting. The construction project on the Main Library remains on schedule and on budget. The Heywood Benjamin House expansion is scheduled to open in October 2021 and the main building expansion will be complete in early 2022.

On July 9th, Tropical Storm Elsa damaged the Yellowwood tree on the Main Street side of the Main Library building. The Town CPW cut and removed the fallen limb from the window of the Children's Room; the Library building was not damaged. However, the Town Tree Warden assessed the tree and deemed it a hazard, and the tree was removed. Sherry has drafted an article about the tree and its value to the community for the Concord Journal. The Corporation will work with the landscape firm working on the construction project to determine an appropriate replacement planting.

3. Consider New Committee Members

Committee members discussed the current Committee vacancy and potential candidates. The intent is to fill the vacancy in time for the September 2021 Committee meeting. The Committee voted to recommend Sara Pacelle for Committee membership and Mary-Wren vanderWilden as an associate Committee member. These recommendations will be sent to the Select Board and voted on at the next Select Board meeting.

4. Revised Library Social Media Policy and Guidelines (including TikTok)

Caroline circulated a draft of the Library's updated Social Media Policy and Guidelines, which have been updated to include coverage of the Library's new TikTok account. On June 29th, Caroline, Sue and Lindsay reviewed the existing policy to incorporate Library staff recommendations for some small changes in order to add TikTok to the social media platforms that are covered by the policy. The Committee approved the updated policy with minor edits.

5. Green Card Display at the Library

The idea was raised at the last Committee meeting that it might be useful to have a physical display of green cards available at the Library to encourage residents to serve on Town committees. Jeremy Romanul from Town Manager's office approves of this idea and is resolving details related to the physical layout of this display and the process needed to ensure that residents take the cards from the Library but then file their cards online, when possible.

6. Library Director Search Update

Lindsay reported that Community Paradigm has put together a job description for the open Library Director position. Feedback on this was provided by the Committee, The Friends and The Library Corporation. The job was posted to MBLC and other job sites during the week commencing July 19th with a posted close date of August 12, 2021.

7. Acting Library Director's Report -- Provided by Caroline Nie:

- a. Library reopening plan – A return to full Library hours including all evening and weekend hours is expected after Labor Day.
- b. Recently several vacant full-time positions were filled: Two Library Assistant positions, a Special Collections Assistant position and a Branch Library Assistant position. Two part-time Weekend Library Assistant job vacancies are in the process of being filled.
- c. The Library's summer reading program is ongoing and has had a robust response from children and adults.
- d. On July 15th, Rockabye Beats performed the first post-COVID concert on the Main Library lawn and the event was very well attended.
- e. Niche Academy has been added to the Library's electronic database collection. This is a tool for creating online training tutorials.
- f. The Main Library has reopened the book donation drop-off area. The donation bins in the parking lot on Stow Street will be removed at the end of July.
- g. The Committee expressed appreciation for the level and quality of Library programming that has returned this summer.

8. Other Business

The Committee nominated Krysten Morganti serve as new Library Committee chair effective as of the September 21, 2021 Committee meeting.

9. Next Meeting: September 21, 2021 @ 7:00 p.m.

Meeting adjourned 8:20

Respectfully submitted

Kathleen Reidy

July 20, 2021