



Library Committee Meeting
Minutes
September 19, 2023 – 7:00 p.m.
Main Library, Trustees' Room

Attended

Committee: Laura Klein (Chair), Sara Pacelle, Pam Ressler, James Vahey, Mary-Wren vanderWilden.

Also in Attendance: Emily Smith (Director), Sherry Litwack (Library Corporation President).

Public Comment

None.

Acceptance of Meeting Minutes

The committee reviewed the minutes from May 16, 2023 meeting. The committee voted unanimously to approve them with one small amendment.

Library Director's Report

Emily reported that the full report is available online: <https://concordlibrary.org/about/about-us/directors-report>. Highlights include:

- 2 new hires: Office Assistant: Mark Hertzel and Teen Librarian: Eric Gordy
- Current part-time Facilities Manager leaving.
 - realized it needs to be a larger position (eg full time and on call)
 - we have made headway with inspections and figuring out what we need
 - looking for someone to help support Emily and Trustees and answer emergency facilities calls
- First Amendment Audits - staff participated in town employee training with Town Counsel on how to de-escalate and interact with people filming.
- Library is fully staffed and fully expended in FY23. New budget is on track, noting fewer line items because cleaning and utilities funds were transferred to town's Facility Department for FY24. Emily working with MBLC on new appropriations so that State Aid Report correctly reflects these changes to budget.

Library Corporation Update

Sherry Litwack reported that:

- Library's big 150th Anniversary Celebration on Sunday October 1st at 2pm will include a parade and party.
 - Highlights include activities, Ralph Waldo Emerson re-enactment, speakers, cake, vintage postcards, children's activities
 - Emily and Sherry attended Town Meeting on Monday where Selectboard approved proclamation that makes Oct. 1 official Concord Free Public Library Day.
- October 14th After Hours 150th Anniversary Party will include food, drinks, activities, music.
 - Fundraiser for Makerspace (selling tickets to the event)
 - Expect 250 people for the evening
- Recognition plaque for donors to Capital project is up with names alphabetized, not in order by size of gift

- Art Gallery renovated with new hanging system, lighting, carpet. First exhibition is about history of the library and will be up from Oct 1st through the end of the calendar year.

New Business

FY24 Staff Development Days

- Town Manager gave permission to close for 3 days (1 full-day closure and two half-day closures of both Libraries) for staff professional development in FY24
- First Professional Development Day will be a full day closure on Wednesday, November 1st
- On Saturday, Oct. 14th will close early at 4pm at Main Library only to set up for After Hours Party

150th Anniversary Events and Celebrations

- Need volunteers to help with activity tables on October 1st. Emily to send out Sign-up Genius from Friends.

“Use of the Teen Lounge” Policy

- New policy would formalize the best practices already in place for the use of the new Teen Lounge. Emily noted the language referring to age includes “for individuals for whom that space is developmentally appropriate” which is consistent across policies
- Intention of policy is to discourage adults from hanging out in that space which discourages teen use; all ages are welcome to browse the collections.
- **VOTE: Mary-Wren made the motion to approve the policy and Sara seconded. Committee unanimously voted to back the policy with amendments.**

Support for Joint Statement “Massachusetts Library Organization Stand with Librarians Against Censorship and Intolerance”

- In response to issues around book banning the MBLC, MLS, MLA and other members of public and Librarians are signing statement against censorship
- Sara and Emily offered to draft a statement in support of this statement on behalf of the Library Committee
- Laura will email committee a draft note to encourage our personal networks to attend October events and look at MLA statement

Ongoing Business

Updates to “Photography Policy”

- Town Council changed wording and added sentence about staff being able to escort people out of the building who are not following the policy.
- Trustees already approved this policy on September 13 and Town Counsel approved it
- Sara raised issue about whether policy addresses recording that is audio only; Emily confirmed it covers any recording, including audio only
- **VOTE: Sara made the motion to approve the policy and Jim seconded. Committee voted unanimously to support policy.**

FY24 Library Committee Schedules and Minutes Signups

- Committee decided to change the December meeting to December 12th
- Town DEI Breakfast on 9/20 - Consulting firm working with town on DEI wants to have conversation with committee chairs - Sara offered to attend on behalf of Library Committee

Sara made a motion to adjourn, Pam seconded and the committee voted unanimously to adjourn at 8:11pm.

Respectfully submitted,
Mary-Wren vanderWilden