



Library Committee Meeting
Minutes
Tuesday, October 17, 2023 – 7:00 p.m.
Main Library, Trustees' Room

Attended

Committee: Sara Pacelle, (Acting Chair), Lindsay Howard, Pam Ressler, Farhanah Sheets, James Vahey, Mary-Wren vanderWilden, Dee Clarke (Associate Member)

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

Public Comment

None.

Acceptance of Meeting Minutes

The committee reviewed the minutes from September 19, 2023 meeting and voted unanimously (with 2 abstentions from Farhanah Sheets and Lindsay Howard who were not at the meeting) to approve them with one change "committee decided to change December meeting..." instead of "recommended."

Library Director's Report

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

- October Director's Report will be up on the website by the end of this week.
- Recent Cookbook club and Annual Climate Preparedness Week were very successful.
- Adopt a Reading Pal Program a big success with children reading to stuffed animal and coming to programs at Library including a parade and visit to each department for "behind the scenes" tour
- Bike Safety Day at Fowler was well attended; supports Library's Sustainability Plan.
- Welcomed new Teen Librarian Erick Gordy.
- Looking for new full time Reference Librarian to fill vacancy.
- Emily will be attending the Library Journal Directors' Summit in Houston, TX in November.
- Library (both locations) will be closed on November 1st for full day staff development training.
- Concord Festival of Authors begins on Friday; full schedule of events was shared.
- The Library's monthly financial summary will be available next month; due to new financial software could not export the report this month. Expenditures are on track.

Library Corporation Update

Sherry Litwack reported that it's been a busy year celebrating the 150th.

- Big 150th anniversary events and exhibitions have all have been well supported and quite successful.
- She is hearing so many positive things about the library!
- Town House celebration and parade on October 1st was well attended, with state officials, town officials, representatives from all library groups, keynote speaker John Palfrey (President of the MacArthur Foundation), and cake!

- The party on Oct. 14th was sold out. It was a new concept to run as fundraiser in collaboration with Friends; it was quite successful.
- Please visit the new Special Collections Exhibition in newly renovated gallery about the history of the library, specifically the renovations to the buildings and the staff over the past 150 years.
- Will be publishing an updated history of the Library which will include previously published Library History essays, and a full update to present day. This publication will include all Library Committee Members, Trustees and Friends Board Members. It also includes key management positions and a current list of all Library Staff.

New Business

Display Policy

- This is a new policy intended to explain how library materials are selected for displays. It provides a mechanism for someone to object to a display as well.
- Policy states that library materials displays (highlighting books and other materials from the Library's collections) are selected by library staff.
- The Exhibit Display Cases (highlighting library materials, art, and holdings from Special Collections) are curated at the discretion of Library Director or Special Collections Curator.
- Requests for Reconsideration would follow the form in the Library's Collection Development Policy
- Committee suggested clarification on types of displays including to change policy to say "special collections exhibit cases" instead of "display cases" and "Library material displays" instead of "book displays."
- Emily will bring an updated draft to next meeting for consideration.

Collection Development Policy

- Committee looked at this policy last spring and Emily brought updated version that addresses the Library of Things collection and additional categories to the "Request for Reconsideration" form.
- "Display", "Video Games" and "Library of Things Item" have been added to the policy.
- A paragraph outlining the Library of Things collection was also added to the policy; that collection includes the telescope, tools, games, etc. which currently have separate policies.
- Emily outlined how the Library of Things Collection is now a core service and no longer requires a separate policy. Selection for that collection follows the same principles as the other library collections covered in the Collection Development Policy.
- Committee voted unanimously to approve the updated Collection Development Policy, with the addition of "Displays" to the "Request for Reconsideration" form pending approval of Displays Policy at a future meeting.

Ongoing Business

Sales Policy

- Emily provided an update from Town Counsel which included reordering some of the wording.
- The intention of policy is to clarify that Library Staff no longer have a mechanism for accepting/processing any cash transactions now that the Library is fine free and all cash registers have been removed.
- Library Staff no longer reconcile any cash or registers.
- Committee made a small amendment to remove a duplicate word "all" in the last sentence.
- Committee voted unanimously to approve the Sales Policy.

Next meetings

- Committee decided to hold a hybrid meeting on November 14th.
- In November will revisit whether to hold the meetings as hybrid meetings for December and January as well.

All members voted to adjourn at 8:04 pm.

Respectfully submitted,
Mary-Wren vanderWilden