



**Library Committee Meeting**  
Minutes  
April 11, 2023 – 7:00 p.m.  
Main Library, Trustees' Room

**Attended**

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

Also in Attendance: Emily Smith (Library Director), Julie Annette Rosier

Laura called the meeting to order at 7:05PM and took attendance.

**Public Comment**

Julie Annette Rosier attended meeting as she is interested in digital archiving. She's excited about our collection and she is focused on bringing computer science to archival work to preserve history and reach national and international audiences. She is thinking about our strategic plan and how to approach archives strategically.

**Acceptance of Meeting Minutes**

The committee reviewed minutes from March 21, 2023 and voted unanimously to approve them.

**Library Corporation Update**

Emily gave an update for Sherry Litwack.

- Thursday - screening of movie about water bottle ban in Concord: *Divide in Concord*
- Corporation is offering an annual lecture honoring Joel Myerson (researcher of transcendental authors). The Inaugural lecture is on April 27 with Megan Marshall speaking about Una Hawthorne.
- "Perpetual Invitation" exhibit at Concord Museum received a good review in *Boston Globe*.

**Library Director's Report**

The full report is available online: [https://concordlibrary.org/uploads/pages/doc/Directors\\_Report\\_April2023.pdf](https://concordlibrary.org/uploads/pages/doc/Directors_Report_April2023.pdf)

Highlights include:

- Native pollination lecture well attended and popular!
- High School Green Team led program for elementary students
- Seed library restocked - sapling give away coming up at end of month
- Wayside Doll House moved to 2<sup>nd</sup> floor media room, Teen has out new book displays
- Robert Shure gave lecture about sculpture restoration as he works on Emerson statue; lecture was recorded and available to all on Library's website
- Staffing update included 2 staff resignations (moved/found other job). Hired two temporary staff
- Finances: 75% through year and 71% expended. Next year the Custodial Services cleaning contract and Utilities costs were transferred into the Town Facilities budget
- Street banner going up on Main Street to celebrate 150<sup>th</sup> anniversary; Will be displayed for a week in May and the week leading up to October 1<sup>st</sup> anniversary weekend

## **New Business**

### **Filling Vacancy for Associate Member(s)**

- Krysten Morganti will be rolling off committee in May; Kathleen Reidy will be leaving in August
- Laura will assume the chair role after Kathleen
- 3 Candidates
  - James Vahey (CFO, MBA, healthcare)
  - Dee Clark (retired librarian)
  - Pam Ressler (involved with town, historical commission)
- Emily will convey to Kathleen that the committee recommends Pam and Jim as members and Dee as an associate member (non-voting member)
- Kathleen will then present the candidates to the Library's Selectboard Liaison for consideration

### **Meeting Dates/Notetaking**

- Emily will bring draft schedule for 2023-2024 meetings to May meeting

### **"A Perpetual Invitation" – Concord Museum Exhibit**

- Laura recommended all members visit the exhibition
- Emily noted that the Museum is allowing all Library staff to visit the exhibition for free

### **Policies vs. Procedures (Discussion)**

- Policy is a standing and evergreen rule where we are planting our flag on what someone can expect at the library, for example the "Rules of Behavior" Policy that defines acceptable behavior at the Library
- Procedure is a process that may change more frequently (for example, what proof of identification is accepted in order to get a library card).
- Emily and the library's leadership team are continuing to look at every policy and evaluate if it meets the criteria of a policy, does it need to be updated/revise, and if it is a procedure where is the appropriate place for the that information?

### **Circulation Policy (Vote)**

- The Library is beholden to guidelines of Minuteman Network policies for circulation policy
- Many of the items in this "policy" are actually procedures or explanations of services the Library offers. Emily proposed that circulation procedures be explained under the "Services" portion of the library website.
- The committee unanimously approved to eliminate the "Circulation Policy" and instead include the explanation of services elsewhere on the library's website.

### **"Direct to You Home Delivery Service" Policy (Vote)**

- Emily explained that this the delivery of library materials to patrons' homes is now a service that the Friends of the Library will provide, not the library staff. Library staff help select and recommend books and other materials to send to patrons via the delivery service. As the library staff make recommendations daily for all patrons, the policy is no longer needed.
- The Committee voted Unanimously to eliminate "Direct to You Home Delivery Service" Policy.

## **Ongoing Business**

### **Strategic Plan 2021-2026 Draft (Vote)**

- Two small changes after last week's look at plan:
  - Wording for the value of "social justice" was changed to "inclusion"
  - Eliminated the words "vulnerable population" in the first item under "Community Connection"
- Emily will present Action Plan (how the Library will begin to work on these Strategic Priorities) in the fall
- The Committee voted unanimously to accept the Strategic Plan as presented.

**Next Meeting**

In person meeting on 5/16/23. No meetings in June/July/August

Emily will note who is taking minutes for each meeting in the agenda for 2023-2024.

All members voted to adjourn at 7:58p.m.

Respectfully submitted,

Mary Wren vanderWilden