

Library Committee Meeting  
September 21, 2021, 7:00PM  
IN-PERSON @ MAIN LIBRARY  
129 Main Street Concord, MA 01742

AGENDA

1. Acceptance of July 20, 2021 Meeting Minutes
2. Library Corporation Update (Sherry)
3. Envision Concord (Krysten)
4. Acting Library Director's Report (Caroline)
5. Library Director Search Update (Krysten)
6. Other Business
7. Next Meeting: October 19, 7:00 p.m.

In attendance: Sue Curtin, Tara Edelman, Laura Klein, Krysten Morganti, Chair, Sara Pacelle, Kathleen Reidy

Caroline Nie, Acting Library Director  
Sherry Litwack, Trustee, The Library Corporation  
Brian Taylor, Finance Committee

Start of Meeting:

Krysten welcomed Sara Pacelle, the newest member of the Library Committee. Mary-Wren vanderWilden has also joined the Committee as an Associate Member but was unable to attend this evening.

Krysten also reported from a recent meeting of the Town's Committee Chairs that most Town Committees are currently meeting by Zoom. The Committee discussed future meetings and preferences for in-person versus Zoom meetings.

1. Acceptance of July 20, 2021 Meeting Minutes

Minutes accepted with minor edits.

2. Library Corporation Update (Sherry)

- The Library construction project is progressing, with most of the outside of the new and renovated construction areas painted and the inside of the buildings being painted now. The Benjamin Heywood house and the expansion are scheduled to open in

October 2021, though there may be a delay due to shipping delays with some materials and especially the steel bookshelves.

- When that phase of the project is complete, the work on the existing Library structures will begin. That will happen in early 2022. The goal is to not have to close the Library, though this involves significant coordination in terms of moving and logistics between the areas. This will require communication with patrons about which areas may or may not be open.
- The project is still on budget and that is not expected to change at this point, given the advanced stage of the project. Town Historic Districts Commission is pleased with how the project has proceeded and how well it matches the proposed plan. Tours have been offered to neighbors. The Library newsletter has included photographs and progress updates for patrons.
- Three new yellowwood trees have been planted to replace the heritage tree that fell during the summer storm.
- The Special Collections Committee, which is comprised of the Library Curator, Library Director, three Trustees and Dennis Fiori, an experienced community member, met over the summer to embark on a strategic plan for Special Collections. The Special Collections strategic plan will help prioritize what Special Collections works on and where it might invest, in terms of development and new acquisitions. The Committee will be ready to share that plan, as the Library Committee works on its overall strategic plan.

### 3. Envision Concord (Krysten)

- Envision Concord 2030 is the Town's strategic long-range plan. Town Committee Chairs are invited to a meeting to review this plan on November 10<sup>th</sup>. Prior to that meeting, the Library Committee needs to submit a document with details on how the Library will support the goals of the strategic long-range plan.
- The goals currently in Envision Concord that specifically relate to the Library are tied to fostering better collaboration between historical groups and local businesses, and increasing awareness among residents of the historic value of assets at the Library.
- A small subcommittee was formed to create this document. This subcommittee, which consists of Laura Klein, Krysten Morganti, and Lyndsey Howard, will meet a few times prior to the November Committee Chairs meeting to finalize this document.

### 4. Acting Library Director's Report (Caroline)

- The Library expanded its hours starting on Tuesday, September 7<sup>th</sup>, 2021. This includes Saturday hours at both the Fowler Branch and the Main Library.

- The open Weekend Library Assistant position, which is shared between two people, has been filled by two people who were previously working in the Library as Pages. There are currently five vacancies for Library Pages. There is also an opening for a Weekend Custodian job. Two applications received. A Branch Librarian at the Fowler Branch recently retired. This is a vacancy that will be filled as well, once there is approval from the town on that job description and job title changes (to Branch Staff Librarian).
- The Library recently provided FY 2021 usage statistics to the state. Overall circulation was down 20% though this is not surprising, as the Library was closed for five months during this period. There was a significant increase in interlibrary loans as well as the use of electronic resources, such as downloadable and streaming items.
- *Climate Prep Week* is September 24-30<sup>th</sup> and multiple library events have been planned for this week. These are listed on the Library's website.
- *Real Life Civics: A Presentation by the Edward M. Kennedy Institute for the United States Senate* will be held on Thursday, October 14<sup>th</sup>, 7pm on Zoom. The Committee discussed ways to ensure Concord middle schoolers and high schoolers are aware of this program.
- *Concord Festival of Authors* will be held October 15<sup>th</sup> – 30<sup>th</sup>, 2021. Details are on the Library's website.
- Committee members also discussed the recent Book Sale, run by the Friends of the Concord Public Library. This event raised almost \$30,000 and was generally seen as a great success.
- Bryan Taylor had a budget question related to the 102% of budget already spent on Network Services. Caroline explained this is a one-time, annual fee paid to the Minuteman Library Network for Network services and Internet services.

#### 5. Library Director Search Update (Krysten)

- Community Paradigms is the firm handling the search for a new Library Director. Krysten is representing the Library Committee on the Search Committee, which also has representation from the Library Corporation and the Friends. There were thirty initial applicants; this pool was narrowed to eight and then to seven, when one candidate withdrew. The Search Committee is now interviewing the seven candidates with the intent of narrowing the pool to three candidates, who will then go to interview with the Town Manager's office. The hope is to have the second round of interviews complete in early October.

#### 6. Other Business -- No other business.

#### 7. Next Meeting: October 19, 7:00PM