# Concord Public Library Trustee Meeting

## **February 3, 2014**

Present: Marian Akey, Jeremy Clemans, Megan DeVorsey, Mary Beth Robinson, Lisa Sands and Interim Co-Library Director Sandi Lee.

The meeting was called to order at 7:01 p.m.

Mary Beth Robinson called the meeting to order.

The trustees welcomed Sandi Lee to the meeting in her role as Interim Co-Director of the library.

## Minutes of January 6, 2014:

Mary Beth Robinson requested that the minutes of January 6, 2014, be amended to reflect that the trustees discussed taking Pat Immen to dinner to acknowledge her service to the library.

The amended minutes were approved unanimously.

# Acting Library Director's Report:

Sandi Lee reviewed Pat Immen's last report dated January 13, 2014. Sandi Lee and Pam Stauffacher are Interim Co-Library Directors. Sandi explained that the Technical Services Room has been reorganized. The Children's Room hosted many activities over the holidays. Pam continues to add to the Play Space materials in Concord and Penacook. Volunteers are restocking the bookshelf at the Heights Community Center. The volunteers are keeping a tally of how many books are taken from the shelf. Deb Baker has been promoted to Adult Services Manager.

## CPL Foundation Update:

Mary Beth Robinson reported that the Foundation received a \$5000 grant from the Concord Monitor. The Foundation has purchased a gift in honor of Pat Immen's tenure as Library Director. The gift will be presented to Pat at the February 18, 2014 meeting of the Foundation.

#### **New Business:**

Sandi Lee reported that the City Legal Department has informed the Library staff that they may not limit the number of belongings a patron brings into the Library, but may ensure that the packages do not create a safety hazard.

Mike Jache is coming to the next Trustee meeting to review the trusts. Sandi Lee handed out the trust spreadsheets to the trustees.

Tom Aspell has completed his draft of the job description for Library Director and has passed it on to the Human Resource Department for input. He plans to have two panels review Library Director applicants. One panel will be comprised of department heads while the other will include library staff, trustees, Foundation members, and the public.

The Trustees expressed their interest in seeing the job description. The Trustees discussed some important attributes for the new Library Director. Mary Beth Robinson and Jeremy Clemans expressed interest in serving on the panel.

## Old Business:

City Manager Tom Aspell is reviewing the applicants for the vacant Library Trustee position.

There was no update on the Community Center or the Employment Security building.

#### Other:

The trustees discussed celebrating Pat Immen's tenure as Library Director on February 17 at 6:30 at the Red Blazer. Mary Beth Robinson will contact Pat Immen to discuss this plan.

The meeting adjourned at 8:07. The next meeting is March 3, 2014 at 7:00 p.m.

Respectfully submitted,

Megan De Vorsey, Acting Secretary