FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, May 25th, 2021
7:00 PM

MEMBERS PRESENT: Michael J. Stebbins (Treasurer), Morgan Swan, Ann Sharfstein, Emma Wunsch, Donna Hartford (Alt.), Doug Whittlesey (Alt.)

MEMBERS ABSENT: Francis Oscadal (Chair), Susan Weber Valiante (Secretary), Laura Barrett

STAFF PRESENT: Sean Fleming (Library Director), Amy Lappin (Deputy Director)

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1. **CALL TO ORDER:** Mr. Swan called the meeting to order at 7:02 PM

- **Mr. Swan reviewed the meeting procedures for remote meetings and NH RSA 91-A "Right to Know" requirements.**
- **During the absence of Susan Weber Valiante and Francis Oscadal, Doug Whittlesey and Donna Hartford were given voting privileges for this meeting.**

2. **APPROVAL OF MINUTES: April 27th, 2021**

Ms. Sharfstein MOVED **to approve the April 27th, 2021 Minutes as presented in the May 25th, 2021 agenda packet.**
Seconded by Ms. Wunsch.

Roll Call Vote:
Morgan Swan, Ann Sharfstein, Michael Stebbins, Emma Wunsch, Doug Whittlesey, Donna Hartford, and Morgan Swan all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (7-0).***

3. **NEW BUSINESS:**

A. Approve Financial Report:
Treasurer Stebbins explained that the month of April was like March. He said there was a slight deficit in the special funds, the balance was just under $14,000.00. During April, the Board of Trustees received $170,000.00 from the Library Foundation. The City fund was under budget by $53,000.00 with the majority of that coming from the operating side which was about 80%. Most of the under budget was from wages which was $50,000.00.

Treasurer Stebbins said that the Finance Committee talked about potentially buying the lot next to Kilton Library when it becomes available. They could use the rainy-day fund to make that purchase.

Director Fleming said they also talked about putting some language in the investment policy that would define the rainy-day fund and the constraints put on to it. Treasurer Stebbins said they talked about using some of the language that the City used so that they were more in-line with the City.

The Foundation also talked about un-restricted gifts versus restricted gifts and that they wanted to make sure they follow how those gifts were presented to them and that they were showing that on the balance sheet.

***A MOTION was made by Mr. Whittlesey* to approve the Financial Report as presented in the May 25, 2021 agenda packet.**
Seconded by Ms. Sharfstein.

Roll Call Vote:
Michael Stebbins, Ann Sharfstein, Emma Wunsch, Donna Hartford, Doug Whittlesey, and Morgan Swan all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (6-0).***

B. Recommend Appointment of Tina Van Kley as Alternate Trustee: Director Fleming said that Ms. Van Kley was still interested in the position. He was not sure if she had done the paperwork yet, but she should be. Ms. Sharfstein asked if they could have 3 alternates on the Board? Director Fleming said yes, that would be fine.

***A MOTION was made by Ms. Sharfstein to* recommend Ms. Tina Van Kley as an Alternate on the Library Board of Trustees to the City of Lebanon.**
Seconded by Mr. Whittlesey.

Roll Call Vote:
Michael Stebbins, Ann Sharfstein, Emma Wunsch, Doug Whittlesey, Donna Hartford, and Morgan Swan all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (6-0).***

C. 2022 Budget Priorities Discussion:
Director Fleming explained that Celeste Pfeifer was spearheading the budget process this year. Over several years, he has involved different members of the staff in the budget process. He highlighted some of the top priorities that the staff would be asking for this year in the budget.

He said first thing on the list were cell phones for the staff and laptops for the part-time staff. He said laptops had not been in the technical budget before and that was because the staff did not really want them, but things have changed and now they are wanted and needed.

The cell phones on the list would not have data plans or on-going costs. The staff has found that some apps for the kids and teen programming that they use at the Library just worked better on a cell phone and right now they have been using their own personal phones to do that.

Another top priority was to make the Children's Library Assistant part-time position into a full-time position. Director Fleming said he was looking to increase the number of full-time positions on the staff. He said it was easier to fill full-time positions because with part-time positions there were no benefits. Director Fleming said he believed that the City thought there was value in full-time positions, because throughout the Departments there were rarely any part-time positions.

Director Fleming also said that the staff would like to replace the oven that is in the Kilton Library. It was a 4-burner stove top that was rarely used. They wanted to replace it with an oven that they could make things in. He would like to explore the options on that.

Director Fleming was hopeful that the money they lost in last year's budget would be re-instated into this year's budget with a little more added due to inflation. He said they were also looking at a schedule that would reduce the Library evening hours. He would be providing stats to the Board on the hours and usage during those hours.

Mr. Swan asked how creating a full-time position for the Children's Library Assistant would impact the budget? Where would that money come from and would that eliminate sub positions? Director Fleming said his goal was to not have so many hours with evening hours and he said a lot of sub hours were in the evening. Some of those funds would then go toward the Assistant Children's Library position.

Mr. Swan asked about the need for the oven at Kilton? Director Fleming said that the one they had now was not used often but they were hoping the new oven would be more useful.

D. Acceptance of Gifts:
Director Fleming reported the Library had received $25,000.00 from the Library Foundation for books and other circulation materials.

4. COMMITTEE REPORTS:

A. Facilities Committee Updates:
Director Fleming gave an update on the Lebanon Library renovation. He said it was about 4 weeks behind schedule and was now scheduled for completion in late July or early August. The cause was from the supply chain, which was a global problem right now.

He said that there were two contingency funds, an owner fund, and a construction fund. Both funds were doing well. That meant they were under budget now. Stairs are going in next week and paint colors have been selected.

He also reported that the Kilton Library bathroom renovation was almost done. They just had some patching and painting to do and they needed to swap out paper towel dispensers.

B. Library Foundation Update:
Director Fleming said that the Foundation had raised $210,000.00 so far for the Lebanon Library renovation. The goal was $300,000.00. On Thursday they would start to attend the Farmer's Market bi-weekly to try to raise more funds for the Library renovation, to meet the goal.

5. OTHER BUSINESS:

A. Director's Report:
Director Fleming said the Library had a goal to open back up on June 14th, 2021. They were planning on re-opening with the goal being for the whole building to be open and not just the Community room. That would give them more space to spread out.

Ms. Deb Ford, the bookkeeper, would be retiring from her full-time job and would have more time to devote to the job for the Library Board. She was asking for an increase in pay of $100.00 a month. She has not had an increase in many years.

B. Deputy Director's Report: None

Ms. Sharfstein wanted to let the Board know that Ms. Susan Desrosiers', long time Board member, son had passed away. There was a Memorial Fund set up at Mascoma Savings Bank. Her sister, his Aunt, also worked at the Library. Ms. Sharfstein wanted to know if the Board would like to do something for Ms. Desrosiers and the family. Discussion was had among the Trustees.

Mr. Whittlesey said he did not believe that there would be any problem with the Trustees donating to the Memorial Fund. Treasurer Stebbins agreed with that. It was discussed that they could make a $250.00 donation. They also suggested other things they could do to honor his memory. Mr. Swan, Ms. Sharfstein, and Ms. Wunsch will investigate the issue.

6. ADJOURNMENT:

***A MOTION was made by Ms. Sharfstein to* adjourn the meeting at 7:50 PM.**
The MOTION was seconded by Mr. Stebbins.

Roll Call Vote:
Morgan Swan, Doug Whittlesey, Donna Hartford, Ann Sharfstein, Emma Wunsch, and Michael Stebbins all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (6-0).***

Respectfully submitted,
Barbara Higgins
Recording Secretary