

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, June 22nd, 2021
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Michael J. Stebbins (Treasurer), Susan Weber Valiante (Secretary), Ann Sharfstein, Donna Hartford (Alt.), Doug Whittlesey (Alt.), Tina Van Kley (Alt.)

MEMBERS ABSENT: Morgan Swan, Emma Wunsch, Laura Barrett

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

1. CALL TO ORDER: Mr. Swan called the meeting to order at 7:01 PM

- **The Board of Trustees welcomed Ms. Tina Van Kley as an alternate member of the Trustees.**
- **During the absence of Morgan Swan, Emma Wunsch and Laura Barrett, Doug Whittlesey, Tina Van Kley and Donna Hartford were given voting privileges for this meeting.**

2. APPROVAL OF MINUTES: May 25th, 2021

Ms. Hartford MOVED to approve the May 25th, 2021 Minutes as presented in the June 22nd, 2021 agenda packet.

Seconded by Ms. Sharfstein.

Roll Call Vote:

Ann Sharfstein, Michael Stebbins, Tina Van Kley, Doug Whittlesey, Donna Hartford, and Fran Oscadal all voting Yea.

Susan Weber Valiante abstained.

None voted Nay.

**** The Vote on the MOTION was approved (6-1-0).***

3. NEW BUSINESS:

A. Approve Financial Report: Treasurer Stebbins gave the financial report. Treasurer Stebbins explained that the city operating budget was under budget by \$67,000.00. Wages continued to be under budget by \$65,000.00. The small tools and equipment line was a little above budget for the month of May but was under budget over all by \$3,600.00. There was no special funds report for the month of May.

A MOTION was made by Ms. Valiante to approve the Financial Report as presented.

Seconded by Ms. Hartford.

Roll Call Vote:

Michael Stebbins, Ann Sharfstein, Fran Oscadal, Tina Van Kley, Donna Hartford, Doug Whittlesey, and Susan Weber Valiante all voting Yea.

None voted Nay.

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

B. Approve New Fully Reopened Schedule: Director Fleming said that the libraries were in Stage 7 of the re-opening plan. He explained what the opening looked like and explained what the new hours at both Libraries would be. Hours for both Libraries would not be the same. He explained that the evening hours were quieter with the Lebanon Library being the busiest of the two.

He said that the meeting rooms at Kilton could be used for meetings by local groups, but it would require staff to be at the library in the evenings. They were proposing eliminating Sunday hours, it was a very slow day overall to begin with. They would like to make Saturday a priority for being open on a weekend as opposed to Sundays. He said they were trying to limit the substitute budget.

The proposed hours of the two libraries were: Lebanon Library-Monday through Thursday 10:00 AM to 8:00 PM, Friday and Saturday 10:00 AM to 5:00 PM. The Kilton Library hours would be Monday through Thursday 10:00 AM to 6:00 PM and Friday and Saturday 10:00 AM to 5:00 PM.

Discussion was had on the teen rooms and how the hours may affect the kids who utilized those libraries.

A MOTION was made by Ms. Sharfstein to approve the new hours for the libraries as presented. Seconded by Ms. Hartford.

Roll Call Vote:

Michael Stebbins, Ann Sharfstein, Fran Oscadal, Susan Weber Valiante, Doug Whittlesey, Donna Hartford, and Tina Van Kley all voting Yea.

None voted Nay.

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

4. COMMITTEE REPORTS:

A. Facilities Committee Updates: Director Fleming gave an update on the Lebanon Library renovation. He said the Lebanon renovation project looked great. They have started painting and the stair was installed. The completion date has been pushed out to September because of supply chain issues and trying to get sub-contractors to come in and do the work that needed to be done. The contractor said the move-in date would most likely be in mid-September. Director Fleming said he scheduled Daniels Moving and Storage, tentatively for September 15th, 2021.

Director Fleming also reported that the Kilton restrooms were now done and opened to the public.

B. Library Foundation Update: Director Fleming said that the Foundation had received a \$45,000.00 gift and before that a \$10,000.00 gift. There was just over \$30,000.00 left to raise to meet the \$300,000.00 fundraising goal.

5. OTHER BUSINESS:

A. Director's Report: Director Fleming said the library was in Stage 7 of the re-opening phase. This phase meant that people could resume coming into the buildings and they had no time limit as to how long they could use the library. People would still be masking up and the meeting rooms were still closed.

He asked the Trustees when they thought the library should no longer require masks to be worn in the libraries? Discussion was had among the Trustees and staff. Overall agreement was that they would like the staff to feel safe while working and the concern of younger children to carry Covid-19 and not be vaccinated was acknowledged. It was decided to take up the mask wearing discussion at the September 2021 meeting.

Director Fleming let the Trustees know that no one had used the outside services the library had provided on Friday since the inside part of the library had reopened. They will be discontinuing that service for lack of use.

Director Fleming gave a preview of the budget. He explained that there were two Library Assistant positions open now. The staff would like to increase some part time positions to full time and use the hours from the 2 open positions instead of filling them. Reasoning to do this increase was the ability to provide health benefits and to make recruitment efforts more competitive. The 2 part-time positions they would like to increase to full time were Library Technical Assistant and an Assistant Library position. Director Fleming explained how doing that would affect the budget.

Director Fleming spoke about the non-resident fee for Hartford residents. He said the fee was to be reviewed by the Trustees this year, but since Covid-19 did not allow for full use of the libraries he would like to take up the issue again next year instead of this year. The Trustees agreed to that.

He also told the Trustees that he was looking to create a new supervisorial custodian position.

He wanted the Trustees to know what a great staff the library had in place and that he was very pleased with that. He also reminded the Board that the next Library Board of Trustees meeting would be on July 20th and not on the 4th Tuesday of the month due to budget discussions.

B. Deputy Director's Report: Deputy Director Lappin told the Board that the libraries would be receiving American Rescue Plan Act (ARPA) Funds. Round 1 would be giving the libraries \$4,228.00. She said that discussion was had on how best to utilize the funds. It was decided that they would use some of the funds to subscribe for a year to the EBSCO database. They also planned to purchase a Go-Pro camera, a 360 camera, a sound recording kit, and a garden camera. Money should be received by the end of the summer. There should be a second round of funds coming to the Library from the ARPA Fund as well.

Deputy Director Lappin said that discussion had taken place on why photocopies from the copy machine cost 10 cents, but pages printed from a computer through the copy machine cost 25 cents. After looking at the reasoning behind the pricing and looking to see how much it cost the library to make the copies, the staff would like to request that all copies and printed out pages be the same price, 10 cents a copy. Deputy Director Lappin said it would be a loss of \$2,500.00 a year by changing the price. The Board of Trustees all agreed that the change could be made to 10 cents for all copies, per page.

6. ADJOURNMENT:

***A MOTION was made by Ms. Valiante to adjourn the meeting at 8:01 PM.
The MOTION was seconded by Ms. Hartford.***

Roll Call Vote:

Fran Oscadal, Doug Whittlesey, Donna Hartford, Ann Sharfstein, Tina Van Kley, Susan Weber Valiante, and Michael Stebbins all voting Yea.

None voted Nay.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary