FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, July 20th, 2021
7:00 PM

MEMBERS PRESENT: Francis Oscadal (Chair), Michael J. Stebbins (Treasurer), Susan Weber Valiante (Secretary), Laura Barrett, Doug Whittlesey (Alt.), Emma Wunsch

MEMBERS ABSENT: Morgan Swan, Ann Sharfstein, Donna Hartford (Alt.), Tina Van Kley (Alt.)

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

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1. **CALL TO ORDER:** Chair Oscadal called the meeting to order at 7:00 PM

   A. Which Alternate Trustees will be Voting if Elected Members are not Present-
   During the absence of Morgan Swan, Doug Whittlesey was given voting privileges for this meeting.

   B. Welcome Scout Noffke to Board Meeting; Attending with an Interest in Filling an Alternate Trustee Position-Chair Oscadal welcomed Scout Noffke to the meeting. Chair Oscadal had everyone around the table introduce themselves to Ms. Noffke. She is interested in becoming an Alternate Trustee.

2. **APPROVAL OF MINUTES: June 22nd, 2021**

Mr. Whittlesey MOVED to approve the June 22nd, 2021 Minutes as presented in the July 20th, 2021 agenda packet.
Seconded by Ms. Barrett.

Roll Call Vote:
Francis Oscadal, Michael Stebbins, Laura Barrett, Doug Whittlesey, Emma Wunsch, and Susan Weber Valiante all voting Yea.
None voted Nay.

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

3. **NEW BUSINESS:**

A. Approve Financial Report: Treasurer Stebbins gave the financial report and the Special Funds Report from May. He said the Trustees received $25,000.00 which put the Fund into a positive balance. All other areas of the budget were doing well.

Director Fleming said the library was projected to have a surplus of $125,000.00 even with the budget cut. He would like to have the Facilities Committee come together and talk about some ideas that they could do with the money.

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

Roll Call Vote:
Francis Oscadal, Michael Stebbins, Laura Barrett, Doug Whittlesey, Emma Wunsch, and Susan Weber Valiante all voting Yea.
None voted Nay.

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

B. Approve the 2022 Library Municipal Budget: Ms. Celeste Pfeiffer, Outreach and Programming Librarian, presented the proposed budget for 2022. Highlights were: taking 4 part-time positions and turning them into two full time positions, staff development, work to be done by Honeywell, and the book budget.

Director Fleming said that he spoke to City Manager, Sean Mulholland, and he wanted to make sure the staffing changes would not be a significant change to the budget. Director Fleming went over the numbers, and they are pretty much the same.

Board members asked questions on the proposed budget and Director Fleming answered those questions.

A MOTION was made by Ms. Barrett to approve the 2022 Library Municipal Budget.
Seconded by Mr. Stebbins.

Roll Call Vote:
Francis Oscadal, Michael Stebbins, Laura Barrett, Emma Wunsch, and Susan Weber Valiante all voting Yea.
Doug Whittlesey Abstained.
None voted Nay.

**** The Vote on the MOTION was approved (5-0-1).***

4. COMMITTEE REPORTS:

A. Facilities Committee Updates: Director Fleming said things were going well with the renovations. The Contractor said he thought it would be done by late August or early September. There is a tentative move in date set for September 15th, 2021 and re-opening the Library in late September. The renovation is coming in under-budget. There is still money in the contingency fund.

B. Library Foundation Update: Director Fleming said that the Foundation was $7,000.00 away from their $300,000.00 goal for fundraising for the Lebanon library renovation.

5. OTHER BUSINESS:

A. Director's Report: None

B. Deputy Director's Report: None

C. Laura Barrett Resignation-Recommend Appointment of Donna Hartford to Vacated Position: This was the last night that Laura Barrett would be attending the Library Trustee Meetings. She was moving to another state. The Trustees and Director Fleming thanked her for her service to the community.

Chair Oscadal said that they asked Donna Hartford if she would like to move into the open Trustee position and Ms. Hartford accepted.

6. ADJOURNMENT:

A MOTION was made by Ms. Valiante to adjourn the meeting at 7:36 PM.
The MOTION was seconded by Ms. Barrett.

Roll Call Vote:
Francis Oscadal, Michael Stebbins, Laura Barrett, Doug Whittlesey, Emma Wunsch, and Susan Weber Valiante all voting Yea.
None voted Nay.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary