FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, September 28th, 2021
7:00 PM

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

MEMBERS ABSENT: Morgan Swan

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

- During the absence of Morgan Swan, Doug Whittlesey was given voting privileges for this meeting.

2. APPROVAL OF MINUTES: July 20th, 2021

***Mr. Whittlesey MOVED* to approve the July 20th, 2021 Minutes as presented in the September 28th, 2021 agenda packet as amended.**
Seconded by Ms. Valiante.

Amendments:

Page 1, Line 27 Add "balance" after "positive"
Page 2, Line 27 Change "(5-1-0)" to (5-0-1)

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

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

3. NEW BUSINESS:

A. Approve Financial Report: Treasurer Stebbins gave the financial report. He said the City Funds were in a positive balance for total operating expenses. He said they were under budget, mainly because of wages, the employee wages were under by $95,000.00. They were overbudget in the repairs and maintenance area by about $10,000.00 and above budget by $11,000.00 in books. In the special funds they were in a deficit balance of $4,600.00 in June. Treasurer Stebbins went on to explain the cause of that. In July the deficit balance rose by approximately $6,000.00 and this was caused by books on CDs. The deficit balance in August went up to approximately $15,000.00

A MOTION was made by Ms. Sharfstein to approve the Financial Report as presented.
Seconded by Mr. Whittlesey.

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

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

B. Recommend the City Council appoint Scout Noffke as an Alternate Trustee: Discussion was had among the members about recommending Scout Noffke as an Alternate Trustee. She worked with Mr. Morgan Swan at the Dartmouth Library. She had put her application in with the City of Lebanon. She attended the Library Board of Trustee's meeting in July as a prerequisite.

A MOTION was made by Ms. Weber Valiante to recommend to the City Council that they appoint Scout Noffke as an Alternate Trustee.
Seconded by Mr. Stebbins.

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

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

C. Reapprove the Investment Policy: Mr. Whittlesey spoke to the Board and explained his recommendation on possible changes to the wording of the Investment Policy. He believed the wording should be modified to come more into synch with the Board's current investment practice.

Board members and Director Fleming ask Mr. Whittlesey questions about his background and about the word changing of the policy and he answered the questions.

A MOTION was made by Mr. Whittlesey to strike, "and our desire for modest growth of principal from appreciation,"

The MOTION failed due to a lack of a second.

Discussion was had on whether to reapprove the investment policy that night or push it off to November for more information.

A MOTION was made by Ms. Sharfstein to reapprove the Investment Policy as is.
Seconded by Ms. Weber Valiante.

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

4. COMMITTEE REPORTS:

A. Facilities Committee Updates: Director Fleming said the reopening of the Lebanon Library was pushed back by about a month due to shelving not arriving in time. Supply chain issues have caused the delay. It looked like the shelving would not be in until closer to October 20th, 2021. Since the reopening date would be pushed back it was decided that the reopening celebration would be held in the Spring when the weather would be nicer and warmer.

Director Fleming also talked about several overdoses that happened at the Kilton bus stop. It was suggested by neighbors and the Lebanon Police that the library should have cameras. The Lebanon Police Department said they would like to see a camera outside pointing toward the bus stop so they could see what was happening there and be able to respond more quickly if someone was to overdose out there again.

Director Fleming also explained that the library had been broken into over a couple of days, recently. The library lost some cash and approximately $800.00-$1,000.00 worth of equipment. The Board members discussed whether they should have cameras installed or not. It was decided by the Trustees to not have cameras installed.

B. Library Foundation Report: Director Fleming reported that the Library Foundation was less than $2,000.00 from the $300,000.00 goal the Foundation set for the Lebanon Library renovation.

5. OTHER BUSINESS:

A. Director's Report: Director Fleming reported that City Manager Shaun Mulholland was planning on lowering the sick leave cap from 960 hours to 600 hours for existing employees and lowering the cap for new employees to 480 hours. After meeting with Manager Mulholland, Director Fleming felt he could not recommend to the Board the lowering of the sick leave cap. He would like the library to leave the cap at 960 hours. Manager Mulholland did come to the all-staff Library meeting recently and fielded questions by the staff about the proposed cap on time. He also said that Manager Mulholland offered to come and talk to the Board of Trustees about why he was suggesting the lowering of the sick leave cap.

The Board members discussed the pros and cons of lowering the sick time cap. Director Fleming explained that if the Board took no action on City Manager Mulholland's sick time plan, then the cap of hours would automatically take place on the first of the year. It was decided to invite City Manager Mulholland to speak with the Board members about the proposed sick leave cap.

Director Fleming talked about an employee who would be giving birth at the end of December. He asked the Board if they would like to review the maternity leave policy and update it. It was decided that a committee would be formed to look over the policy and make recommendations to the Board of Trustees. Ann Sharfstein, Amy Lappin, Tina Van Kley and Lauren volunteered to be on the committee

Director Fleming asked what the Board thought of a vaccine mandate for the employees of the library. Discussion was had among the Trustees. They questioned how many staff members were already vaccinated. They discussed the reasons for and against creating a vaccine mandate. Director Fleming said he would draft up a mandate policy for review by the Board of Trustees.

Ms. Sharfstein left the meeting at 8:30PM. Ms. Tina Van Kley was appointed to vote in place of Ms. Sharfstein.

Director Fleming said that the Board would be talking about a new circulation policy at the next Board meeting. He said they would discuss possibly extending library privileges to homeless people and extend the reduced rate of $20.00 per household for teens to Hartford, VT residence.

He also reported that there were no budget reductions made to the proposed library budget by City Manager Mulholland.

B. Deputy Director's Report: Deputy Director Lappin told the Board about the new interface catalog program called Aspen that the library had acquired. She said that it was a great new program. She also reminded the Board of the first round of ARPA grants that the library had received and what they used the money for. She said they were in the process of applying for Round 2 of the grants.

6. ADJOURNMENT:

A MOTION was made by Ms. Weber Valiante to adjourn the meeting at 8:42 PM.
The MOTION was seconded by Mr. Stebbins.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary