FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, October 26th, 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 7:05 PM

2. APPROVAL OF MINUTES: September 28th, 2021

Ms. Valiante MOVED to approve the September 28th, 2021 Minutes as presented in the October 26th, 2021 agenda packet as amended.
Seconded by Ms. Hartford.

Amendments:

Page 2, Line 35 Change “Ms.” To “Mr.”
Page 3, Line 50 Change “cuts” to “reductions” and add “proposed” in front of “library”

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

3. NEW BUSINESS:

A. Review the proposed sick leave cap reduction: Director Fleming introduced City Manager Shaun Mulholland who was invited to the Library Board of Trustees meeting to talk about the proposed sick leave cap reduction.

City Manager Mulholland explained that the goal was to try to treat all employees of the city the same across the Board and work to have the city employees have the same benefits. He explained to the Board what the employees of the city currently had for sick leave benefits. He was proposing bringing the sick leave cap down to a maximum of 600 hours that existing employee have already accrued and for employees below 480, that would be the maximum that they could accrue.

Several Board members and Director Fleming asked questions of City Manager Mulholland and he answered the questions. He explained that the City had short term disability that would help employees supplement their sick time if they were out for an illness or injury. There was also long-term disability insurance that could go into effect for up to two years.

Director Fleming felt that he could not advocate for the change with sick time for the employees of the library at this time.

The Board of Trustees would need to vote to do something different than what will be in the City of Lebanon's personnel policy if they did not agree with the proposed plan. The vote would need to be done before the 1st day of 2022.

B. Review the draft parental leave policy: Ms. Sharfstein spoke on behalf of the ad hoc parental leave committee. She outlined the proposed new parental leave policy they would like to have put in place for the library employees. They were proposing 60 days paid parental leave be given for any birth or adoption to be used in any way that the employee would like in the 12-month period directly after the birth or adoption. The birth of twins or in a case where more than one child was being adopted in a 12-month period would not double the 60 days given. The employees who would qualify for that leave time would need to have been employed by the library in the last 6 months.

They created a draft that went to the lawyer who made some notes and sent it back to them. The committee had not had time to review the notes made but they wanted to bring it before the Board of Trustees sooner than later for review.

Questions on the proposed policy were asked and answered. City Manager Mulholland explained what the city had available for parental leave for the employees with the City of Lebanon.

The committee will keep working on the new policy before it will come back before the Board for a final vote of adoption.

C. Approve the Financial Report: Treasurer Stebbins gave the financial report. The city budget was $85,000.00 under budget at the end of September. This came from part time and full-time wages. They were over budget in the repairs, maintenance, and book lines for the libraries. Special funds were in a deficit at the end of September by $21,950.00. Books and CDs had an increase of $5,000.00.

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

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

4. Committee Reports:

A. Facilities Committee Report- Director Fleming gave the facilities report on the Lebanon Library. He said he was not sure when they would be able to re-open library. They were still waiting for some doors and shelving to come in. They have moved everything back into the library and just need the shelves to come in to put the books on. Director Fleming mentioned a possibility of putting a small ad in the Valley News explaining to the public why the Lebanon library had not re-opened yet.

5. Other Business:

A. Director's Report: Director Fleming reported that the Library Foundation met their fund-raising goal of $300,000.00 for the Lebanon Library renovations on Saturday. He also reported that the Library Trustees would not be able to mandate that the employees of the library get the Covid-19 vaccine. The State of NH just passed a law making that mandate illegal. Director Fleming said he was looking at having a joint meeting of the Library Board of Trustees and the Library Foundation members at the next meeting in November at 6:00PM. The Trustees meeting would then take place after the joint meeting.

B. Deputy Director's Report-Deputy Director Lappin said that Vicky Berdecio had resigned. She was with the library for 9 years, though she will be coming back to volunteer. The library has also applied for more ARPA Funds. Amber Coughlin was re-elected to the NH Library Association as the New England Library Association liaison for her second three-year term.

6. ADJOURNMENT:

A MOTION was made by Ms. Wunsch to adjourn the meeting at 8:15 PM.
The MOTION was seconded by Ms. Sharfstein.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary