

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, November 23rd, 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, Morgan Swan

FOUNDATION MEMBERS PRESENT: Phil Bush, Renee Dunn, Pay Hayes, Catherine Rentz, Heidi Conner, Denise Mackie

MEMBERS ABSENT:

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

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

2. NEW BUSINESS

A. Foundation Report on Capital Campaign and Annual Appeal: Chair Oscadal thanked the Foundation profusely for their fundraising efforts made toward the Lebanon Library renovation projects. The Foundation raised over the \$300,000.00 initial goal.

B. Report Changes in the Foundation's Investment Policy and Reserve Fund's Investment Results: Ms. Dunn explained that after reviewing the Foundation's investment policy they decided to not make any major changes. In the last year they have successfully managed the portfolio to be within the range guidelines of the investment policy. Since the beginning of the year the portfolio is up 19.9%.

C. Approve the Financial Report: Treasurer Stebbins gave the financial report. He said that the library was continuing to have a deficit of \$38,000.00, a majority of that coming from the books and CD's category. In the City funds the library is currently \$66,000.00 under budget. In wages the library is under budget by \$98,000.00 while it is slightly over budget in repairs and maintenance, small tools and equipment and books.

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

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

3. APPROVAL OF MINUTES: October 26th, 2021

**Mr. Stebbins MOVED to approve the October 26th, 2021 Minutes as presented in the November 23rd, 2021 agenda packet as amended.
Seconded by Ms. Sharfstein.**

Amendments:

Page 2, Line 39 Add “not” after “had”

Page 3, Line 2 Add “Association” after Library

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

4. COMMITTEE REPORTS: None

5. OTHER BUSINESS:

A. Approve Parental Leave Policy: Ms. Sharfstein reported on the revision of the parental leave policy the ad hoc committee had been working on. The policy was the same as presented in the last meeting with some wording being changed for legal compliance. Eligible employees may take up to 12 weeks leave any way they choose within a 12-month period. Discussion was had among the Trustees on making the policy 16 weeks long.

Questions were asked and answered about the wording of the policy.

***A MOTION was made by Ms. Sharfstein to approve the Parental Leave Policy as presented.
Seconded by Ms. Hartford.***

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

B. Sick Leave Cap Discussion: Chair Oscadal re-capped that the city was proposing to lower the cap accrual of leave hours from 960 to 600 hours for current employees and 480 for new employees. Discussion was had among the Trustees.

Mr. Whittlesey recused himself from the vote.

***A MOTION was made by Ms. Sharfstein to retain the 960-hour sick leave cap for current and future library employees.
Seconded by Mr. Stebbins.***

**** The Vote on the MOTION was approved with one recusal (6-0-1). Mr. Whittlesey was recused.***

Mr. Whittlesey returned as a regular member of the Lebanon Board of Trustees.

C. Approve Revised Circulation Policy: Ms. Lappin went over the revised circulation policy with the Trustees. Questions were asked and answered about the revised policy.

***A MOTION was made by Mr. Whittlesey to approve the revised Circulation Policy with modifications.
Seconded by Ms. Wunsch.***

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

D. Director's Report: Director Fleming said there was a clear timeline on opening the Lebanon Library. Shelves for the Library were to be delivered on November 29th. There are a few lefts to do for the certificate of occupancy to be issued. It looks like the re-open date will be sometime in January.

Devin with DB Lighting attended the meeting. He did the Christmas lights last year at the Kilton library and he was doing the lights again this year. Director Fleming said he was looking at putting in a general use policy for the property in light of DB Lights selling T-shirts and face masks on opening night of the lights at Kilton.

Director Fleming said he would like to have a supervisory custodial position created. He has been to the city and wanted to check with the Trustees about the idea. He also informed the Board that Scout Noffke would not be able to be an alternate on the Board of Trustees because she is moving out of town.

E. Deputy Director's Report: Deputy Director Lappin said everyone was getting excited to move back into the Lebanon Library. She reported that a substitute librarian, Diane Page resigned within the last week. She has been with the library since 2014.

6. ADJOURNMENT:

***A MOTION was made by Ms. Wunsch to adjourn the meeting.
The MOTION was seconded by Ms. Sharfstein.***

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

Respectfully submitted,
Barbara Higgins
Recording Secretary