FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, January 25th, 2022
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

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 7:00PM.

2. APPROVAL OF MINUTES: November 23rd, 2021

Mr. Swan MOVED to approve the November 23rd, 2021 Minutes as presented in the January 25th, 2022 agenda packet as amended.
Seconded by Ms. Valiante.

Amendments:

Page 1, Line 22 Add "Ms. Wunsch"
Page 2, Line 23 Change "Mr." to "Ms."
Page 2, Line 37 Change "abstention" to "recusal"
Page 2, Line 37 Add "Mr. Whittlesey was recused" after "(6-0-1)"
Page 2 Line 40 Add "Mr. Whittlesey returned as a regular member of the Lebanon Board of Trustees."
Page 2, Line 46 Change "Mr." to "Ms."
Page 3, Line 8 Change "he" to "she"
Page 3, Line 16 Add "Ms. Wunsch"

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

3. NEW BUSINESS:

A. Approve the Financial Report: Treasurer Stebbins started with giving the report on the Special Funds. He said he only had the update on that fund through November 2021. That fund was currently in a deficit of $44,000.00 which was coming from books and CDs as well as a website redesign. The city operating budget was currently $39,000.00 under budget and under budget in wages by $90,000.00. Repairs and maintenance and small tools and equipment were still over budget.

Director Fleming elaborated on the budget numbers and the cause for being over budget. He said it was mainly getting the bathrooms re-done at the Kilton Library. They also purchased a microfiche machine that turned out to be a lemon and needed to be replaced.

Ms. Sharfstein MOVED to approve the Financial Report as presented.
Seconded by Ms. Hartford.

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

B. Consider increasing the number of patron driven renewals from two to three in the circulation policy: Director Fleming gave a brief explanation as to why they would like to increase the amount of renewals that can be given on a book.

Ms. Wunsch MOVED to increase the number of patron driven renewals from two to three in the circulation policy.
Seconded by Mr. Stebbins.

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

The agenda was taken out of order.

4. COMMITTEE REPORTS:

A. Facilities Committee Report: Director Fleming thanked everyone for all they did to help make the Lebanon Library renovation a reality. He said that the library opened on Monday. He said it was quiet on Monday, but foot traffic picked up on Tuesday and they will be advertising the re-opening of the library the following week.

B. Foundation Report: Director Fleming gave the Foundation report. He said that the Foundation surpassed its $300,000.00 fund raising goal for the Lebanon Library renovation by $25,000.00. He said that the Foundation was discussing turning that money over to the city for the renovation. They have already sent over $130,000.00 to the City from the fund raiser.

The Foundation also discussed giving more money for books to the Trustees, going from $25,000.00 to $35,000.00 this year. They had a very successful year with donations.

5. OTHER BUSINESS:

A. Director's Report: Director Fleming reported that Morgan Swan, Susan Weber Valiante, and Donna Hartford were all up for re-election to the Board of Trustees in March. He explained what needed to be done to get their name on the ballot and reported that Mr. Swan and Ms. Valiante had already indicated that they were planning to run again.

Director Fleming said that Mr. Whittlesey may be interested in joining the Foundation. He said he was still thinking about how to fit it into his schedule. Mr. Phil Bush who is on the Foundation also mentioned he was interested in becoming an alternate Trustee to the Library Board.

He also discussed the meeting rooms in the library and whether they should be re-opened or not and in what capacity. He said the meeting room policy would be updated next month. The trustees discussed the meeting rooms being re-opened.

Director Fleming requested that the Board allow the Kilton Library to be closed on election day in March. The Board agreed to have the building closed to library patrons during the elections that would be held in the building.

B. Deputy Director's Report: Deputy Director Lappin gave her report. She said that she had just come back from Chicago where she had been at the American Library Association's headquarters last week. She was there chairing a taskforce to transform the ALA governance structure.

She also reported that Laura Harris-Hirsch had given her resignation. She was a circulation sub.

Deputy Director Lappin talked about the re-opening of the Lebanon Library and discussed how they moved around some collections and were able to put some collections together that had been split before due to lack of shelving space. An example was all the non-fiction books being placed together upstairs.

She also explained that they would be handling book returns differently from before. Now, no matter where a book is returned it will stay at that library until it is checked out again and returned to the other library. A book could go back to the other library before that, if a patron requested the book be brought back. This may increase the circulation of some books. Chair Oscadal asked if the location of the book changed in the card catalog and Deputy Director Lappin said yes, it would.

She also reported that the Young Adult Librarian, Nikki Rheaume, gave birth to her child in January and was officially on maternity leave.

3. NEW BUSINESS Cont.:

C. Approve New Custodial Supervisor Position: Director Fleming spoke about adding a new custodial supervisor's position. No discussion was needed.

Ms. Sharfstein MOVED to approve the new custodial supervisor position as described in the packet.
Seconded by Ms. Hartford.

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

D. Recommend Appointment of Philip Bush to Alternate Position: No discussion needed.

Ms. Wunsch MOVED to have Mr. Philip Bush be appointed as an alternate member to the Board of Trustees.
Seconded by Mr. Stebbins.

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

E. Other New Business: Chair Oscadal saw an article in the NH Library Trustees Association newsletter about challenges to books in the Library and what to do. He said the article recommended doing certain things and Lebanon was already doing them all. Policy #11 dealt with controversial books and book challenges.

6. ADJOURNMENT:

A MOTION was made by Ms. Sharfstein to adjourn the meeting at 7:54pm.
The MOTION was seconded by Ms. Hartford.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary