**FINAL**

**LIBRARY BOARD OF TRUSTEES**
**REGULAR MEETING AGENDA**
**Kilton Library Community Room or**
**Remote via Virtual Platform Microsoft Teams**
**LebanonNH.gov/Live**
**TUESDAY, February 22nd, 2022**
**7:00 PM**

**MEMBERS PRESENT:** Susan Weber Valiante (Secretary), Michael J. Stebbins (Treasurer), Ann Sharfstein, Donna Hartford, Tina Van Kley (Alt.), Doug Whittlesey (Alt.), Emma Wunsch, Morgan Swan, Philip Bush (Alt.)

**MEMBERS ABSENT:** Francis Oscadal (Chair)

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

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**1. CALL TO ORDER:** Secretary Valiante called the meeting to order at 7:00PM. She appointed Doug Whittlesey as a voting member for Chair Francis Oscadal.

Ms. Valiante welcomed Philip Bush as an alternate to the Library Board of Trustees. Director Fleming explained that Mr. Bush was a member of the Board for the Library Foundation. He was instrumental in helping the Foundation to raise the $300,000.00 goal for the Lebanon Library renovation.

**2. APPROVAL OF MINUTES: November 23rd, 2021**

**Mr. Whittlesey MOVED to approve the January25th, 2022 Minutes as presented in the February 22nd, 2022 agenda packet as amended.**
**Seconded by Ms. Sharfstein.**

Amendments:

Page 2, Line 51 Change "working with them on a taskforce to move ALA into the 21st century." to "chairing a taskforce to transform the ALA governance structure.
Page 3, Line 1 Change "Hersh" to "Hirsch"
Page 3, Line 5 Change "non-fictions" to "non-fiction books"
Page 3, Line 13 Change "Children's" to "Young Adult"

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

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

**3. NEW BUSINESS:**

**A. Approve the Treasurer's Report:** Treasurer Stebbins explained that he had received the December 2021 information but had not received the January 2022 report yet. He said they ended the year with a $45,000.00 deficit. He did not receive anything in January for the budget actual or anything from the city.

Director Fleming explained that the City's accounting department had upgraded their systems and had been having trouble with the transfer. He said they should have all their numbers in March.

**Mr. Swan MOVED to approve the Financial Report as presented.**
**Seconded by Mr. Whittlesey.**

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

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

**B. Approve the 2022 Special Funds Budget:** Director Fleming said that on the income side of things they had not spent all the money that was projected for the bathroom renovation at Kilton so $17,000.00 would be coming over to the Trustees from that. Director Fleming was projecting that the library would have $10,000.00 coming in from fines and dues. The Foundation, after a vote, should be providing $35,000.00 to the Trustees in annual appeal money.

On the expense side he said they upped the art and framing budget to $2,000.00, just for this year. They were asking for $10,000.00 from the Trustees for books because of the Foundation providing extra money this year. They bumped up the office and operational part of the budget, most of which would be for the porta-potty rental. Overall, they were anticipating having $10,000.00 more in revenue than expenses.

Mr. Whittlesey explained that if you look at the special funds budget there are 2 lines for capital improvements, so they plan to condense the 2 lines into 1 line from now on.

Director Fleming said he would like a sub-committee created to look over budget descriptors, especially on the expenses side.

**Ms. Hartford MOVED to approve the 2022 Special Funds budget.**
**Seconded by Mr. Whittlesey.**

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

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

**C, Approve Acceptance of $11,649.00 in ARPA Grants Funds:** Discussion was had at previous meetings on the ARPA grant funds.

**Ms. Sharfstein MOVED to approve the acceptance of $11,649.00 in ARPA grant funds.**
**Seconded by Ms. Wunsch.**

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

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

**3D. Approve Staff Guide Update:** Director Fleming explained that he just wanted language in place so that when the library may close for snow days the staff could work from home remotely. He would like it to be clear that the employees are expected to work from home. Director Fleming said he would be making more updates to the staff guide. He just wanted to address snow days now.

**Mr. Swan MOVED to approve the staff guide regarding the snow day update.**
**Seconded by Ms. Sharfstein.**

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

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

**4. COMMITTEE REPORTS:** None

**5. OTHER BUSINESS:**

**A. Director's Report:** Director Fleming reported on the supplemental to the City's quarantine requirements. He would like to modify the wording to say that if someone has an ongoing exposure to someone with Covid, such as living with someone who has Covid, the employee would be out 10 days from the first known date of exposure. Discussion was had among the Trustees. Director Fleming said the employees would be encouraged to work at home while they were quarantining. The Trustees agreed to the language that Director Fleming presented, and Director Fleming agreed to purchase some Covid tests for the library to have on hand.

He also said that they were working on crafting language to lift the mask mandate in the future.

Director Fleming explained that they were reorganizing the Youth Services part of the library. They would like to create two new positions. The first one would be a Youth Services Library Manager and a Youth Services Librarian. The manager would be the supervisor of the other two people.

**B. Deputy Director's Report:** Deputy Director Lappin gave her report. She said the management team were working on updating the library policies. They were currently looking at the collection development policy and the internet use policy. She reported that the meeting rooms have been reopened and Jackie, the Systems Librarian had been working to get everyone trained on the meeting room software.

Deputy Director Lappin said that Bea Couser, Library Technical Assistant was going to Portland, Oregon to attend the Public Library Association Conference and had received a $500.00 scholarship to attend from ALA.

She said the $7^{th}$ graders from the Upper Valley Waldorf school had been creating and donating hygiene kits to be handed out at the libraries. She also reported that the Lebanon Library was getting busier since it had reopened. She said they have been issuing a lot of new library cards to new residents of Lebanon.

**6. ADJOURNMENT:**

***A MOTION was made by Ms. Sharfstein to adjourn the meeting at 7:44pm.***

***The MOTION was seconded by Ms. Wunsch.***

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

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

Respectfully submitted,
Barbara Higgins
Recording Secretary