FINAL

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

MEMBERS PRESENT: Francis Oscadal, Susan Weber Valiante (Secretary), Michael J. Stebbins (Treasurer), Ann Sharfstein, Tina Van Kley (Alt.), Emma Wunsch, Morgan Swan, Philip Bush (Alt.)

MEMBERS ABSENT: Donna Hartford, Doug Whittlesey(Alt.)

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. He appointed Phil Bush as a voting member for Donna Hartford. It was noted that Mr. Morgan Swan was appearing by remote for health issues.

2. PUBLIC HEARING FOR THE ACCEPTANCE OF ARPA FUNDS:

A. Accept $11,649.00 for the purchase of an outdoor storage cabinet at Kilton-There was no discussion had. The acceptance of the funds needed to be posted in the newspaper 10 days before the vote could take place. That happened in time for the meeting.

Ms. Sharfstein MOVED to accept the ARPA funds of $11,649.00.
Seconded by Ms. Valiante.

Roll Call Vote:
Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.
None voted Nay.

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

3. APPROVAL OF MINUTES: February 22nd, 2022

Ms. Valiante MOVED to approve the February 22nd, 2022, Minutes as presented in the March 22nd, 2022 agenda packet as amended.
Seconded by Mr. Stebbins.

Amendments:

Page 1, Line 24 Change “Dough” to Doug”
Page 2, Line 9 Change “Dough” to “Doug”
Page 2, Line 18 Change “$45,000.00” to “$35,000.00”
Page 2, Line 36 Change “Dough” to “Doug”
Page 2, Line 49 Change “Dough” to “Doug”
Page 3, Line 13 Change “Dough” to “Doug”

Page 3, Line 46 Change “sine” to “since”
Page 4, Line 5 Change “Dough” to “Doug”

Roll Call Vote:
Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.
None voted Nay.

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

4. NEW BUSINESS:

A. Approve the Treasurer’s Report: Treasurer Stebbins explained that he only had the January special funds report and that next meeting he should have all the reports up to date. The Library Trustees were in a surplus by $809.00. They received the $130,000.00 annual appeal in the middle of January. The Carter Fund had just over $3,800.00 in it. Some supplies had been purchased such as N95 masks and books. City Funds were under budget by about $2,400.00. Per the amended budget by actual they were over budget by about $4,700.00. For the part time wages they were under budget by $2,6000.00 and under budget in repairs and maintenance by about $7,000.00. Small tools and equipment were under budget by about $1,500.00.

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

Roll Call Vote:
Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.
None voted Nay.

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

B. Approve Update to the Meeting Room Policy- Director Fleming explained the purpose of updating the meeting room policy was to get the description of the rooms up to date and to put in a flat fee for the room use. He said some of it was also housekeeping. Ms. Valiante suggested that wording could be changed on page 10 of 21, 3rd paragraph, 3rd line to say “their” instead of “his/hers”.

Ms. Valiante MOVED to approve the updated meeting room policy as presented with 1 noted change.
Seconded by Ms. Sharfstein.

Roll Call Vote:
Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.
None voted Nay.

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

C. Officer Elections- Chair Oscadal explained that he had agreed to serve as Chair again, as well as Ms. Valiante as Secretary and Mr. Stebbins as Treasurer for the coming year if elected.

Ms. Wunsch NOMINATED Francis Oscadal for Chair, Susan Weber Valiante for Secretary, and Michael Stebbins for Treasurer for the upcoming 2022-2023 year.
Seconded by Ms. Sharfstein.

Roll Call Vote:
Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.
None voted Nay.

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

5. COMMITTEE REPORTS:

A. Foundation Committee Update: Director Fleming said the Foundation approved their budget and in doing so also approved $35,000.00 to go to the Library Trustees. They talked about having an ongoing goal of making that commitment annually. Mr. Bush reported that the Foundation was working on more ways to fundraise and said that Heidi Conner, who was the consultant on the capital campaign, had now joined the Board.

B. Facilities Committee Update- Director Fleming said that things had changed a lot in the last couple of years as far as the usage of Kilton Library. He was wondering if there would still be as much need to increase parking as there has been and was wondering if they should still pursue buying the property next door for parking. Discussion was had among the Trustees, and it was decided that they should stay the course as to trying to buy the property when it goes up for sale.

Discussion was had about getting a vending machine for the library. Deputy Director Lappin said that they used to have snacks at the library, but they do not anymore. The employees expressed a desire to be able to get something to eat while at work and perhaps working late. Ms. Valiante was worried about food and the books getting ruined. She suggested that maybe the library could provide a basket of snacks for the employees to grab from. Mr. Bush said he would not like to see all the packaging that is used in vending machines thrown away. Deputy Director Lappin said that she had not thought about that and agreed with Mr. Bush. Mr. Swan said he was thinking about the kids and what kind of food was in the vending machines. It was decided that a sub-committee would look into the vending machine issue.

6. OTHER BUSINESS:

A. Discussion regarding the library mask mandate: Director Fleming suggested dropping the mask mandate in the libraries when the city does. He thinks that the City of Lebanon would be dropping their mask mandate soon. He said some of the staff did voice concern about the mask mandate going away and were worried about that. He said the subs indicated they were fine with it. He suggested following the City's guidelines on mask usage in the libraries. Discussion was had among the Trustees about wearing masks in the libraries.

Ms. Sharfstein MOVED to follow City guidance on masks mandates with the change going into effect Monday, March 28th, 2022 or on whatever date the City Council chooses, whichever date is later.
Seconded by Ms. Wunsch.

Roll Call Vote:
Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.

None voted Nay.

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

B. Director's Report: Director Fleming gave his director's report. He said that DB Lights was going to look for a new place to set their lights up next year. Director Fleming said it was an amicable parting with the library.

He also reported that he would be on vacation for 2 weeks in April. He thanked the Board members who were re-elected and everyone else who was on the Board for their service to the libraries. He said that there would be a grand re-opening for the Lebanon Library he was just not sure when, though.

C. Deputy Director's Report: Deputy Director Lappin gave her report. She reported that Teen Librarian, Nikki Rheaume, would be back full-time on April 11th, 2022. She also said that Bea Couser was in Portland, Oregon attending the Public Library Association meeting. Ms. Couser had also given a presentation to the Upper Valley Coop Group about cataloging a few weeks ago.

6. ADJOURNMENT:

A MOTION was made by Ms. Wunsch to adjourn the meeting at 7:50pm.
The MOTION was seconded by Mr. Stebbins.

Roll Call Vote:
Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.
None voted Nay.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary