FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, April 26th, 2022
7:00 PM

MEMBERS PRESENT: Francis Oscadal, Michael J. Stebbins (Treasurer), Donna Hartford, Morgan Swan, Philip Bush (Alt.)

MEMBERS ABSENT: Susan Weber Valiante (Secretary), Emma Wunsch, Ann Sharfstein, Tina Van Kley (Alt.), Doug Whittlesey (Alt.)

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

---

1. CALL TO ORDER: Chair Oscadal called the meeting to order at 7:01PM. Mr. Phil Bush was appointed as a voting member in Ms. Susan Weber Valiante's absence.

2. APPROVAL OF MINUTES: March 22nd, 2022

Mr. Swan MOVED to approve the March 22nd, 2022, Minutes as presented in the April 26th, 2022 agenda packet.
Seconded by Mr. Stebbins.

**** The Vote on the MOTION passed (5-0).***

3. NEW BUSINESS:

A. Approve the Treasurer's Report: Treasurer Stebbins gave the report on the special funds for February. He said they were currently in a surplus of $12,879.00. They received $11,649.00 of restricted income in the month of February as well as an additional $1,200.00 in fines. As for expenses there were $555.00 worth of office supplies purchased.

On the city budget side, they were currently over budget by $19,000.00. Full time wages were over by about $5,800.00, part time wages were over by about $8,200.00. Repairs and maintenance were under budget by $8,000.00 and they were over budget in electricity by $12,000.00. Travel was under budget by $2,000.00 and lawn care and software was over budget by about $4,000.00 each.

Director Fleming said he was a little concerned about the electricity budget but said to keep in mind that the Lebanon Library renovations changed the way the library was heated and cooled.

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

**** The Vote on the MOTION passed (5-0).***

B. Approve Update to the No Trespass Policy- Director Fleming said it was a new policy that was put together a few years ago because he did not want the Library Director's position to bare the responsibility of issuing letters of trespass without there being some kind of process in place to do so. He explained the thought and process behind the policy. He said that in the past the no trespass was issued once a consensus was made to do so within the library. He would like a change made that reflects that in case a consensus is not come to, the library Direct or Deputy Director, in the Director's absence, would make the final decision.

The next proposed change was that the Chair of the Library Board of Trustees be the person who looked at an appeal to a no trespass letter. Chair Oscadal asked questions and was wondering if a lot of appeals came in, would it be fair for the Chair to be the only one reviewing the appeals. Mr. Swan suggested the wording could be, "Upon receipt of an appeal request the Chair of the Library Board of Trustees or a member of the Board designated by the Chair".

Director Fleming wanted to clarify, also, that a special meeting would not need to convene to review an appeal. Mr. Bush also asked questions about the policy and the wording. Other discussion was had about when a special meeting might need to be convened.

Mr. Swan MOVED to approve the changes to the No Trespass Policy as written.
Seconded by Mr. Stebbins.

**** The Vote on the MOTION passed (5-0).***

4. COMMITTEE REPORTS: None

5. OTHER BUSINESS:

A. Director's Report – Director Fleming gave an update on the alternative work policy and how it was working out. He said that it had been working well and seemed to be good for the morale of the staff. He said work was getting done if an employee was working from home. He also thought the policy helped to retain staff.

B. Deputy Director's Report: Deputy Director Lappin agreed with Director Fleming on his update of the alternative work policy. She said the libraries were currently in the middle of a spring reading challenge and a summer reading program would be taking places as well. She also reported that the teen librarian was back from her parental leave.

6. ADJOURNMENT:

A MOTION was made by Ms. Hartford to adjourn the meeting at 7:47pm.
The MOTION was seconded by Mr. Bush.

**** The Vote on the MOTION passed (5-0).***

Respectfully submitted,
Barbara Higgins
Recording Secretary