

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, May 24th, 2022
7:00 PM**

MEMBERS PRESENT: Francis Oscadal, Michael J. Stebbins (Treasurer), Susan Weber Valiante (Secretary), Donna Hartford, Morgan Swan, Emma Wunsch, Ann Sharfstein, Doug Whittlesey (Alt)

MEMBERS ABSENT: Phil Bush (Alt.), Tina Van Kley (Alt.)

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

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

2. APPROVAL OF MINUTES: April 26th, 2022

Ms. Hartford MOVED to approve the April 26th, 2022, Minutes as presented in the May 24th, 2022 agenda packet as amended.

Seconded by Mr. Stebbins.

Corrections:

Page 2, Line 6 Change "Director's" to "Trustees"

*** *The Vote on the MOTION passed (6-0-1).***

Ms. Valiante abstained.

3. NEW BUSINESS:

- A. Approve the Treasurer's Report:** Treasurer Stebbins gave the report for the city operating budget. He said that it was under budget for the month of April by \$4,600.00. He said they were under budget on full-time wages by \$12,000.00, part time wages were over budget by \$3,000.00, repairs and maintenance were under budget by about \$10,000.00, electricity was over budget by about \$10,000.00, travel was under budget by \$3,000.00 and lawn care was over budget by about \$7,000.00. He reported that they still do not have the special funds report but are hoping to have it next month.

Director Fleming talked to the Trustees about the reasons that could be causing the electricity to be running so much higher than last year. Some reasons seem to be that electricity is costing more money, but also Kilton seemed to be costing much more than before. One possible reason could be that the equipment that runs that library was 10 years old and may not be running as efficiently as before. He also went over some places that they were saving money such as the maintenance contract on the heating and cooling systems. He mentioned that there will be an unexpected cost coming from a retirement of an employee. Director Fleming would like to freeze the City Budget now and start using the special funds to help with being over budget on some items.

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

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

B. Approve New Youth Services Librarian Job Description and Update to the Children's Librarian Job Description- Director Fleming explained that for about 20 years they had a Teen or Young Adult Librarian and a Children's Librarian that were full time. They would like to have one person in charge of that department which would be the Youth Services Librarian and then the Children's Librarian would report to that position. The next step after this one is to bring the new job descriptions to the city which would then need to re-do placing the positions into certain salary grades.

Ms. Wunsch MOVED to approve the new Youth Services Librarian job description and to update the Children's Librarian Job Description as presented.
Seconded by Ms. Hartford.

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

4. COMMITTEE REPORTS:

- A. Foundation Update-**Director Fleming reported that the Foundation had officer elections, and all officers were reelected. There are no new members to the Foundation, they are still the same group of people as before.

5. OTHER BUSINESS:

- A. Director's Report –** Director Fleming started his report by letting the Trustees know that the renovation celebration for Lebanon library will be held on Saturday, July 23, 2022 from 1:00pm-4:00pm. There will be speakers, musicians, popcorn and lemonade.

Director Fleming went on to explain that they have been having some problems with people sleeping overnight at Kilton, one person even brought a cot to sleep on. He wanted to know if the Trustees would be comfortable with having the staff tell the people that they could not sleep on the library property?

The Trustees discussed the issue. Members wanted to know if the staff had tried to contact area resources to see if they could help these people. Deputy Director Lappin said they do try to help and provide information about resources that could be of help. The Board indicated that they were comfortable with the staff enforcing the city's ordinance about sleeping on city property. It was decided to add it to the rules and policies of the library that there is no sleeping on the library property.

Deputy Director Lappin wanted to know how she should do scheduling for Thanksgiving weekend. After discussion it was decided that the libraries would be open on the Saturday after Thanksgiving Day.

Deputy Fleming let the Trustees know that City Manager Sean Mulholland would like to give the city employees 24 hours to give back to the community of Lebanon. It is based on the Hypertherm program. The ideas still needs to go before the City Council.

- B. Deputy Director's Report:** Deputy Director Lappin reported that the library custodian, Albert Edson, would be retiring after 40 years working for the Lebanon libraries. His last day will be

June 3rd, 2022. They will be giving him 2 cakes on his last day of work. He would like to stay on as a substitute custodian when needed.

She also reported that the library programming was ramping up. The youth services staff have been going into the Lebanon schools to get them excited about summer reading programs. There will be summer reading challenges for children and adults. They have also been out at the farmer's market promoting the libraries.

Deputy Lappin said that the management team had been looking at the material selection policy to update it. They would most likely be bringing it before the Trustees at the June meeting.

6. ADJOURNMENT:

***A MOTION was made by Ms. Wunsch to adjourn the meeting at 7:57pm.
The MOTION was seconded by Ms. Valiante.***

**** The Vote on the MOTION passed (6-0).***

Respectfully submitted,
Barbara Higgins
Recording Secretary