FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, June 28th, 2022
7:00 PM

MEMBERS PRESENT: Francis Oscadal, Michael J. Stebbins (Treasurer), Donna Hartford, Morgan Swan, Emma Wunsch

MEMBERS ABSENT: Susan Weber Valiante, Ann Sharfstein, Doug Whittlesey (Alt)., Phil Bush (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.

2. **APPROVAL OF MINUTES: Tabled to the July 2022 meeting**

3. **NEW BUSINESS:**

   A. **Public Hearing to Accept the $35,000.00 Gift From the LPLF:** A short discussion was had on accepting the money from the Library Foundation.

Mr. Swan MOVED to accept the $35,000.00 gift from the LPLF.
Seconded by Mr. Stebbins.

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

   B. **Approve the Treasurer's Report:** Treasurer Stebbins gave the Special Funds Report. The fund received $35,000.00 from the Library Foundation. There were also storage sheds for $9,000.00, lockers for $2,000.00 and padlocks from Amazon for approximately $500.00. Those were all paid for with ARPA grant money. That brought the fund to a surplus for May of about $32,000.00.

   Under the City Funds the library was under budget by about $10,000.00. Full-time wages continued to be under by about $17,000.00. Part-Time wages were over by about $2,000.00. Repairs and maintenance were under budget by about $14,000.00 and electricity was over budget by about $13,000.00. Travel was under budget by about $4,000.00.

   Director Fleming said the facilities manager was trying to figure out why the electricity was so high, and he would check back in with him this week.

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

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

C. **Approve the New Material Selection Policy:** Director Fleming explained the decision to re-write the Materials Selection Policy instead of just revising it. He said the only addition he had in the policy was who could challenge the book selection. He wanted to have added that a person challenging the policy needed to be a resident or a taxpayer of Lebanon.

Discussion was had on the policy. Chair Oscadal made some suggestions to add links in the policy to other related information and made some grammatical corrections. Some changes to the language of the policy were also suggested to make things clearer within it. After discussion it was decided that changes would be made to the policy and brought back before the Trustees before it would be approved.

4. COMMITTEE REPORTS: None

5. OTHER BUSINESS:

A. **Director's Report –** Director Fleming started his report by explaining how the library budget worked and what happens with the budget and the City of Lebanon. There has been a difference of opinion about left over encumbered funds between the City and the Library. Director Fleming thinks that a legal opinion may be needed to find out how to handle future leftover encumbered funds and who should receive those funds at the end of the year. Discussion was had among the Trustees about what should be done. It was decided that Director Fleming would reach out for a legal opinion for the situation.

Director Fleming also explained that the library had encumbered funds for 2021 of around $40,000.00 and because they would not be receiving funds back from the City, the Library would need to give a check to the City of $2,636.46. He also explained that there were two payouts of sick time that the city used to pay part of, but that last year the city paid none. Director Fleming went over the rest of the budget and where the library stood with it.

Director Fleming let the Board know that Tina Van Kley who was an alternate on the Board of Trustees had resigned her position due to moving out of state.

Director Fleming said that Deputy Director Lappin had been listening in on the meeting but was muted and had to stay that way so she would be unable to speak with the group. He wanted to complement her for her work with the ALA. She is the New Hampshire representative to the American Library Association and then became an at large counselor. She has been instrumental in working with the ALA to help them with reform efforts.

B. **Deputy Director's Report:** None

6. ADJOURNMENT:

A MOTION was made by Ms. Wunsch to adjourn the meeting at 8:01pm.
The MOTION was seconded by Mr. Swan.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary