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

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

MEMBERS ABSENT: Ann Sharfstein

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.
Doug Whittlesey was appointed as a full member with voting privileges in place of Ann Sharfstein for this meeting.

2. NEW BUSINESS:

A. Strategic Planning Discussion-City Manager Shaun Mulholland was present at the meeting. He explained that the city had a master plan and explained what was in it. He said they had annual outcomes and workplans, not a strategic plan and that it was the first plan in the budget process. The city is currently working on a strategic plan. He said that he was looking for input from boards and committees for the plan. He would like that input by the end of September. He went on to explain the timeline for the process and explained why he needed their input by the end of September.

B. Approve the Treasurer's Report-Treasurer Stebbins started with the Special Funds report. He said mid-way through the year there was a surplus of $22,000.00. Books and CDs went up by approximately $10,000.00 and there was a $7,000.00 annual fee from the Park Street Foundation and about $2,000.00 in expenses from Baker and Taylor and Amazon.

The city operating budget was under budget by approximately $13,000.00. Full time wages were under budget by about $21,000.00. Temporary/part time staff budget was over by about $8,000.00. Repairs and maintenance were under budget by about $16,000.00 and electricity was over budget by $18,000.00. Books and subs were over budget by approximately $8,000.00.

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

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

C. Approve the 2023 Library Budget-Director Fleming started by telling the Board that long-time custodian, Bill Harriman, would be retiring. He said there was an opportunity to turn two part-time positions in to one full-time position. Those changes would lower the wages category in the budget. He went on to explain that the wages in the proposed budget were higher than they would be because the city manager was proposing giving all eligible employees an evaluation increase at the beginning of the year to help address the cost-of-living issues.

Electricity would be higher for next year with the cost already above budget this year. Tad Montgomery had worked up a spreadsheet on electricity usage for the libraries. Discussion was had on what to budget for electricity for next year.

Director Fleming said that there were a couple of new things added to staff development. One of their new employees, Bea Couser, was interested in pursuing her Master's in Library Science. Deputy Director Lappin was also looking at a Leadership/Management course that she could take.

Director Fleming said it looked like the libraries would be over budget this year. They have two retirements this year and the payouts will be taken out of this year's budget. He said the budget would be close when also looking at the electricity bills for this year.

Ms. Valiante MOVED to approve the 2023 Library Budget as presented.
Seconded by Ms. Hartford.

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

D. Approve the Updated Chart of Accounts-Mr. Whittlesey explained that back in March Director Fleming brought the Chart of Accounts to him and Mr. Stebbins to review. After they looked at it, they decided that it could be streamlined and updated. He explained that there are notes next to the suggestions they had for the Chart of Accounts. Discussion on the changes was had among the Board members.

Ms. Wunsch MOVED to approve updating the Chart of Accounts as presented.
Seconded by Mr. Morgan.

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

3. APPROVAL OF MINUTES:

A. May 24th, 2022

Ms. Valiant MOVED to approve the May 24th, 2022, Minutes as presented in the July 26th, 2022 agenda packet as amended.
Seconded by Mr. Stebbins.

Corrections:

Page 1, Line 27 Change "if" to "is"
Page 2, Line 10 remove "I" after "bring"
Page 2, Line 49 Change "Board of Selectmen" to "City Council"

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

B. June 28th, 2022

Ms. Hartford MOVED to approve the June 28th, 2022, Minutes as presented in the July 26th, 2022 agenda packet as amended.
Seconded by Ms. Wunsch.

Corrections:

Page 1, Line 16 Remove “There were ground expenses in the month of May of about $13,000.00.
Page 2, Line 2 Change “edition” to “addition”

**** The Vote on the MOTION passed (5-0-2).***
Ms. Valiante and Mr. Whittlesey abstained.

4. OTHER BUSINESS:

A. Director’s Report – Director Fleming asked if the Board would like to cancel the August meeting. The group said yes so, the August 2022 meeting was cancelled. The materials selection policy would be presented in September.

Director Fleming wanted to talk to the Board about coffee and the coffee bar door specifically at Kilton. He explained the reasons why it was not very popular with the staff. He said they would like to get rid of the coffee and the coffee door because it was damaging the floor tiles. The Board agreed that the coffee could be done away with.

Director Fleming talked about the retro-commissioning proposal. He said he planned to get 3 quotes from some companies. He thought it could save the libraries some money. He would like the money to hire a consultant to come out of the Special Funds account. No one on the Board objected to that.

He also reported that Jeff Damren had shown interest in becoming an alternate trustee. He will attend the next Trustee meeting in September to see if he would like to do it or not.

Director Fleming explained to the Board how the libraries were managing the use of the museum passes that they had to loan out. Recently they decided to go with a first come, first serve way of giving the passes out. There were a few customer complaints recently. The Board discussed the passes and agreed that the first come, first serve basis was the best way to go. He also reported that the Lebanon Library renovation celebration was very nice and went well. Deputy Director Lappin and Chair Oscadal gave speeches at the celebration. Other Board members agreed that it was a very nice celebration.

B. Deputy Director’s Report: Deputy Director Lappin reported that she had a good time and that people really seemed to enjoy the renovation celebration. She wanted to thank everyone for the efforts that were put into it.

She reported that Bill Harriman, part time custodian, was retiring. He has been at the library since 1990. He is willing to still sub if need be. The summer reading program was going well. You can still pick up a summer reading tracking card. If the patron reads for 10 hours over the summer, they can get a free ice cream at Fore-U Golf. Youth services put this program together.

The reorganization of the youth staff will take place after approval of the City Council, hopefully in August.

Ms. Valiante wanted to know if there could be Open/Closed signs posted at the Lebanon Library to let patrons know when the Lebanon Libraries was open. Deputy Director Lappin said that would be possible and she would work on it.

6. ADJOURNMENT:

A MOTION was made by Ms. Wunsch to adjourn the meeting at 8:20pm.
The MOTION was seconded by Mr. Swan.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary