FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, October 27th, 2020
7:00 PM

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Susan Weber Valiante (Secretary), Ann Sharfstein, Morgan Swan, Laura Barrett, Emma Wunsch (Alt.), Donna Hartford (Alt.)

MEMBERS ABSENT: None

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

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1. **CALL TO ORDER:** Chair Francis Oscadal called the meeting to order at 7:02 PM

- **Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A "Right to Know" requirements.**

2. **APPROVAL OF MINUTES:**

- **September 29th, 2020**

Amendments:
Page 5, Line 7, Change "inner Library" to "inter-library"

Ms. Valiante MOVED to approve the September 29th, 2020 Minutes as presented in the October 27th, 2020 agenda packet as amended.
Seconded by Ms. Desrosiers.

Roll Call Vote:
Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Morgan Swan, Susan Weber Valiante, and Laura Barrett all voting Yea.
None voted Nay.

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

3. **APPROVE THE FINANCIAL REPORT:**

Treasurer Taylor reported that City funds were more than $100,000.00 below budget for payroll related costs and $20,000.00 each, below budget in the Buildings and Grounds and Other operating costs areas. Spending for Books/Subscriptions and such was equal to last year's budget where usually all the budgeted amount would have been spent for the year by this time. Most of the reductions are related to the closing of the libraries.

Special Funds and Fees and Fines revenue was down significantly, and the Library Board has not received funds from the Library Foundation yet this year. These shortfalls are entirely offset by decreased spending on Books, CDs, and such which is normal at this time of year. The Board spends funds allocated by the City first and then the Special Funds budgeted amounts are spent toward the end of the year. As mentioned, last month the IMLS grant funds came in August and were immediately paid out to the group doing the work.

A MOTION was made by Ms. Barrett to approve the Financial Report as presented.
Seconded by Ms. Valiante.

Roll Call Vote:
Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Morgan Swan, and Laura Barrett all voting Yea.
None voted Nay.

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

4. REVIEW AND REAPPROVE THE INVESTMENT POLICY:

Treasurer Taylor went over the current Investment Policy for the Library Board of Trustee's funds. It is a very conservative policy with funds currently kept in insured accounts with very low risk. Even though there is not much return on those funds they are protected. In this volatile market, Treasurer Taylor believed that now was not the time to take risks with those funds and change the Investment Policy.

A MOTION was made by Ms. Desrosiers to accept the Investment Policy as is.
Seconded by Ms. Sharfstein.

Roll Call Vote:
Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Morgan Swan, and Laura Barrett all voting Yea.
None voted Nay.

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

5. DETERMINE DATE FOR REOPENING:

Director Fleming spoke on re-opening the Kilton Library on Monday, November 9th, 2020. The Library will be going from Phase 3 to Phase 4 with the hallway and the Community Room being used by the public. The bathrooms, meeting rooms and stacks in the Library will be closed to the public. The public will be served by appointment only, in 30-minute increments. Masks will be mandatory by all except for children under the age of two. The staff will also be asking that social distancing be maintained and there will be no eating or drinking in the Library. To begin with, Director Fleming said the Library would be open 3 days a week from 10:00AM to 5:00PM.

Since the last discussion on re-opening with the Board the staff has expressed more concern about opening, especially with the Covid-19 rate going up. Director Fleming is very concerned about the staff's feelings and that the staff feel like they are being protected by Management.

Ms. Barrett asked if they could adjust to staggered hours on different days of the week? Would that help to lower the risk of infection to staff? Ms. Valiante asked to confirm the days and hours the Library would be open? Deputy Director Lappin said initially they were thinking of opening Monday, Wednesday, and Friday from 10:00AM to 5:00PM. She said that the hours and days were flexible. Ms. Valiante also asked about plexiglass going up for the staff in front of their desks. Director Fleming said that plexiglass was on order to put up for staff and would be up before the Library opened.

Director Fleming said they had an ad hoc committee of Amy, Chuck, Celeste and himself who looked at the space and where to put staff. None of the staff would be sitting near one another and it was decided that 7 patrons could be in the Library space at one time. The staff would be using a scheduling program to schedule the patrons coming into the Library.

Ms. Valiante asked if the staff would be getting contact information from the patrons for contact tracing? Deputy Director Lappin said they would have information when the people made their appointment. She was not sure that the State of New Hampshire would ever contact the Library to let them know of a patron who tested positive for Covid-19.

6. 2020 AND 2021 LIBRARY BUDGET DISCUSSION:

Director Fleming spoke first on the 2020 Library Budget. As the Board has heard there will be a large surplus for this current year. Earlier this year the Library loaned out Jim Stetson, the Library custodian to City Hall. Town Manager Shaun Mulholland said the Library could try to get CARES Act money to pay for the custodian. Director Fleming just found out that they could not get that money for the work Mr. Stetson has done for City Hall. Mr. Mulholland asked if the Library could cover the costs for Mr. Stetson's wages, the cost has been $7,800.00. The Library Board agreed to cover the cost of the custodian's wages.

Director Fleming spoke next on the 2021 budget. He went over the proposed cuts to the 2021 budget. If the CIP goes through and the renovations begin on the Lebanon Library, then it will not be re-opened until the work is through. As it stands, some hours will be cut such as Sundays and some evening hours.

Chair Oscadal asked about the movie license and museum passes being cut. Deputy Director Lappin said that the movie license allows the Library to show movies at the Library. She believed she could find other movies under Canopy that will not cost them any money and the Library also has the option to buy one-time movie rights if needed. Not all museum passes are getting cut, mostly the Concord museums that don't get used as often due to the distance from Lebanon.

Chair Oscadal asked how the $3,000.00 cut will affect the subscription budget? Deputy Director Lappin said it would not be too bad. It is not great, but the Library would make do.

7. COMMITTEE REPORTS:

Chair Oscadal, Pat Hayes, Phil Bush, Treasurer Taylor, and Director Fleming attended the City Council Meeting. The group made their CIP presentation to the City Council. Chair Oscadal felt that the presentation went very well.

8. REPORT FROM DIRECTOR:

Director Fleming introduced Mr. Devon Blanchard who gave a presentation on putting up holiday lights at the Kilton Library. He would like to put lights up in the trees, on the Kilton property, each with their own theme. He would also like to do a small walk-through for the public to look at the lights. For the first time Mr. Blanchard will also be creating a light show that the public could tune their radio to and listen to the music coinciding with the lights dancing. The Board thought that the lights would be a good idea this year.

Ms. Sharfstein asked about the gingerbread houses that she heard would be in the windows of Kilton Library. Deputy Director Lappin said that was being done by the Family Place.

9. REPORT FROM THE DEPUTY DIRECTOR:

Deputy Director Lappin told the Board that the Library bought a new micro-film scanner. The scanner would be able to e-mail directly to the person using the scanner. This should help people doing historic research.

10. OTHER BUSINESS:

Chair Oscadal reminded the Board that it was that time of year to do the annual evaluation of the Library Director. Chair Oscadal, Ms. Desrosiers, and Ms. Sharfstein would be working on the evaluation. He would like to have it done by sometime in December.

11. ADJOURNMENT:

A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:11 PM.
The MOTION was seconded by Ms. Valiante.

Roll Call Vote:
Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Morgan Swan, and Laura Barrett all voting Yea.
None voted Nay.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary