FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
September 27, 2022
7:00 PM

MEMBERS PRESENT: **Francis Oscadal (Chair), Emma Wunsch, Morgan Swan (remote), Donna Hartford, Michael Stebbins, Susan Valiante, Ann Sharfstein, Phil Bush (alternate)**

MEMBERS ABSENT: **Doug Whittlesey (alternate)**

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 7:00 PM

A. Welcome Alternate Trustee candidate Jeff Damren

The Board welcome Jeff Damren and introduced themselves.

2. APPROVAL OF MINUTES: July 26, 2022

Ms. Sharfstein MOVED to approve the July 26, 2022 minutes, as amended.
Seconded by Mr. Stebbins.

Page 4, Line 48 – Change to "Lebanon Library"
Page 4, Line 49 – Change to "When the Lebanon Library was open…"

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

3. NEW BUSINESS

A. Approval the Financial Report

Treasurer Stebbins reviewed the Special Funds report. He stated that, as of August 31, 2022, there is a surplus of approximately $9,000. There is also approximately $6,000 of additional income. The Books, CDs, etc., line is up approximately $10,000 from June. There is a budget deficit line of approximately $6,000 for expenditures from 2021 to be paid to the City of Lebanon.

Under the City Funds, the Library is under budget by approximately $20,000. Full-time wages are under budget by approximately $20,000, but part-time wages are over budget by approximately $11,000. The Repairs & Maintenance line is under budget by approximately, $20,000, though the electricity line item is over by approximately $18,000, and still an issue.

Ms. Valiante MOVED to accept the Financial Report.
Seconded by Ms. Hartford.
**** The Vote on the MOTION passed (7-0-0).***

B. Approve Updates to Library Policies

Deputy Director Lappin reviewed the proposed updates to the Material Selection Policy.

Chair Oscadal suggested that the third paragraph be changed from, "The LPL collects materials of interest to all members of the community," to, "…all segments of the community."

Ms. Valiante MOVED to accept the updates to the Material Selection Policy, as amended.
Seconded by Ms. Sharfstein.

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

Director Fleming explained that the Investment Policy is reviewed annually by the Board to be readopted.

Ms. Wunsch MOVED to readopt the Investment Policy Statement and Guidelines for the Lebanon Public Library.
Seconded by Mr. Stebbins.

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

Deputy Director Lappin explained that, regarding the Safety Policy and Procedures, a committee was formed to review the policy. One item which was reviewed was the "person in charge" list, in order to tighten up the language and make it clearer. Many trainings have come from review of this policy.

In response to a question from Chair Oscadal, Deputy Director Lappin explained that, while staff has been continuously participating in trainings, this revised policy is the first that lists a number of the trainings in it.

In response to a question from Mr. Damren, Deputy Director Lappin explained that the City does have a Loss Prevention Committee, which examines all the buildings for safety concerns. Director Fleming explained that Incident Reports can be filed for safety issues in the building. Mr. Damren explained that a proactive approach to safety, such as preventative methods, could be examined.

The Board agreed to include this under the Reporting section to state something similar to, "Anyone can submit a Building and Grounds Form about facility issues and are encouraged to report any potential hazards."

Regarding the language, "Staff should make every effort to attend to the accident victim and contact medical professionals if necessary," Chair Oscadal asked how far staff is encouraged to go and if they are covered by the City or State Good Samaritan Law at some point. Deputy Director Lappin stated that staff is encouraged to do as much as they can, to their comfort level.

The Board discussed having two staff members to handle accidents and considered a change to the language that "Ideally, at least two staff members or a third person should make every effort to attend to the accident victim, to the extent that they are trained to do so and contact medical professionals if necessary."

The Board discussed adding the number for the City's Mobile Crisis Unit to the policy. Deputy Director Lappin stated that she would first call the number to see if this would be appropriate to do. The Board agreed that it could approve further edits to the document at a future meeting.

Ms. Sharfstein MOVED to approve the Safety Policies and Procedure document, as amended. Seconded by Ms. Hartford.

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

Deputy Director Lappin reviewed the proposed amendments to the Child Safety Policy.

The Board discussed the language, "Library staff are not responsible for children who are left unattended on the library premises." Mr. Damren suggested that this could leave the Library open to exposure, as staff would likely not leave unattended children on their own if in distress. Deputy Director Lappin stated that she believes the policies adequately cover this item.

Ms. Wunsch MOVED to approve the draft Child Safety Policy 2022, as discussed.
Seconded by Mr. Stebbins.

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

4. COMMITTEE REPORTS

None at this time.

5. OTHER BUSINESS

A. Director's Report

Director Fleming explained that the Board received a legal opinion regarding the previously discussed encumbered funds. If the Library does not spend its whole budget, the difference comes back to the Trustees Account. Director Fleming explained that the City has noted that future monies left over, would be turned over to the Trustees. The Board agreed to leave this item as-is at this time.

Director Fleming explained that the audit company is currently working to determine why the Library is spending so much this year on electricity. The preliminary assessment is that the Library is not actually using more electricity, but the rate has just been much higher.

Director Fleming explained that a recent analysis regarding a number of positions in the City found that the Librarian position should be a grade 11, instead of grade 9. Other positions and some wage ranges were amended as well.

Director Fleming noted that he recently received a question regarding if the West Lebanon community gardens are required to be organic. He stated that this is not a requirement and asked the Board to weigh in. He noted that the mission statement includes language requesting that garden members not spray pesticides on the gardens. The Board agreed that it should not be a requirement for the gardens to be organic.

Director Fleming explained that there is a request by staff members to revisit the holiday list. He is suggesting a subcommittee to review the holiday list, leave, and vacation time. He would like to have some trustees included on the subcommittee. Mr. Swan, Ms. Hartford, and Ms. Valiante agreed to sit on this subcommittee.

Director Fleming noted that its previous Recording Secretary has left the position. He welcomed Kristan Patenaude as the Recording Secretary for this evening's meeting.

B. Deputy Director's Report

Deputy Director Lappin highlighted the fact that 553 people registered for summer reading this year. The libraries held back-to-school events, where school supplies were handed out. These were heavily attended. Saturday story times are being explored, along with some special events. The Teen Advisory Board recently had an introductory meeting, and they will be meeting again in mid-October. Paint event evenings will continue into the fall. There have been many compliments on the banned book display in the libraries. Thursday will be the last Farmer's Market of 2022. On Tuesday evenings, yoga events have been held at the Library with great success.

Mr. Damren exited the meeting.

The Board discussed inviting Mr. Damren to be an alternate Trustee. The Board recommended that he pursue the next steps to be an alternate member.

6. ADJOURNMENT:

Ms. Sharfstein MOVED to adjourn the meeting.
Seconded by Ms. Wunsch.

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

The meeting was adjourned at 8:40 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary