

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
January 24, 2023
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Emma Wunsch, Donna Hartford [7:19PM] (remote), Michael Stebbins, Susan Weber Valiante, Ann Sharfstein, Phil Bush (alternate, remote), Jeff Damren

MEMBERS ABSENT: Morgan Swan (remote), Doug Whittlesey (alternate)

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

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

Chair Oscadal appointed Phil Bush and Jeff Damren to voting members, until the arrival of regular members later in the meeting.

2. APPROVAL OF MINUTES

A. Approve the November 16th, November 22nd, and December 7th, 2022 minutes

*Mr. Stebbins MOVED to accept the meeting minutes of November 16, 2022, as amended.
Seconded by Mr. Damren.*

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

*Ms. Weber Valiante MOVED to accept the meeting minutes of November 22, 2022, as amended.
Seconded by Ms. Sharfstein.*

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

*Ms. Sharfstein MOVED to accept the meeting minutes of December 7, 2022, as presented.
Seconded by Ms. Wunsch.*

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

3. NEW BUSINESS

A. Approve the financial report

Mr. Stebbins stated that the Trustees have a surplus through November of \$4,500. There was a contribution of \$24,000 made at the beginning of November. The only real change was in the

Books, TV, and etc. line, where there was approximately \$2,500 worth of expenses. Director Fleming stated that the \$24,000 comes from the Foundation to the Trustees, as it raised more than its goal of \$300,000. This money was passed onto the City.

Mr. Stebbins stated that, in regard to the City budget, the Trustees are under budget by \$5,100.

Director Fleming noted that the Library is not paying its substitutes enough. The Library has lost a couple of subs based on the pay. Some of the subs are frustrated by the amount that they are paid. Currently, sub pay is \$14.70/hour. Increasing that amount is not currently budgeted but could likely be done within the current year's budget.

Deputy Director Lappin stated that she met with the subs recently individually. This item came up again and again, with one sub stating that it is not as much about the money, as a level of appreciation. The hope is to increase this to \$18 by 2024.

In response to a question from Mr. Bush regarding a ballpark of sub hours, Deputy Director Lappin stated that this is likely more than 50 hours/week.

Director Fleming noted that this change will have to be pursued through the Human Resources Department. The Trustees can no longer make this decision on their own.

***Ms. Sharfstein MOVED to accept the Financial Report, as presented.
Seconded by Ms. Weber Valiante.***

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

4. COMMITTEE REPORTS

Ms. Hartford joined the meeting. Mr. Bush stepped down as a voting member.

Director Fleming stated that the Foundation would like fresh initiatives to fundraise for.

5. OTHER BUSINESS

A. Director's report

Director Fleming noted that Ms. Hartford, Chair Oscadal, and Ms. Sharfstein are up for their positions on the Trustees this year. Filing dates are from Tuesday, January 31st at 9:00 AM, to Tuesday February 14th at 5:00 PM.

Director Fleming stated that there is a renovation project that has been occurring across the City and the Library projects are beginning to go a bit beyond what was budgeted for. A few things needed to be addressed after these projects, such as lighting in the front of the building, a bubble in the marmoleum flooring, and an item in the Children's Room. He addressed City Manager Mulholland regarding items that were unforeseen or not adequately addressed. It was determined that this was more of a subcontractor issue. The City attorney has stated that the lighting project in the front of the building was an improvement that would have been part of the original budget, and so there is no recourse for this item. There will be recourse funds sought for the projects in

the Children's Room and the bubble in the marmoleum flooring. It was determined that Valley Floors will come in to fix the issue with the flooring. There is likely additional work costing between \$5,000-\$10,000 above and beyond the original renovation. The special funds budget was underspent last year so there is money to potentially expend on this. The group discussed potentially using the extra funding recently received from the Foundation to cover this work.

Director Fleming asked the group about creating a Google group for the Trustees, so that employees can email invites to events. The Trustees agreed.

Director Fleming stated that the Leave Time Committee has requested to add a couple of holidays to the appendix in the City Handbook. Ms. Weber Valiante stated that the group thought it was appropriate to show recognition to Indigenous People's Day/Columbus Day and Juneteenth. The recommendation is to close the Library entirely on those days.

Chair Oscadal stated that this decision would go against the City's determination for those holidays. He stated that he would like City Manager Mulholland to know the Trustees are considering this. He would also like a more formal presentation to be made.

Ms. Weber Valiante stated that the Trustees need to consider how best to recognize these holidays, either through celebration or through a day off.

Director Fleming noted that it has been 10 years since the Trustees revised the bylaws. The Trustees agreed to review these at a future meeting.

B. Deputy Director's report

Deputy Director Lappin stated that the new website is almost complete and will soon be unveiled. The Library received a donation last week from Black Moon Games of a number of board games. This donation was worth well over \$1,000 of good quality games.

Deputy Director Lappin noted that it was decided that the Library will no longer participate in Hoopla, come February 1st. The Library already has access to Libby and had some issues with Hoopla. Libby is curated by the New Hampshire Downloadable Books Consortium, which is carried out by New Hampshire librarians. The Library has decided to keep its New York Times online subscription.

The Library will be holding another antiracist book discussion group on Wednesday, March 29th at 8:30 AM. Staff also has a variety of trainings coming up.

6. ADJOURNMENT:

***Ms. Weber Vaiente MOVED to adjourn the meeting.
Seconded by Ms. Wunsch.***

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

The meeting was adjourned at 8:13 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary