FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
May 23, 2023
7:00 PM

MEMBERS PRESENT: **Francis Oscadal (Chair), Emma Wunsch (remote), Michael Stebbins, Ann Sharfstein, Phil Bush (alternate), Morgan Swan, Jeff Damren (alternate)**

MEMBERS ABSENT: **Doug Whittlesey (alternate), Kim Rheinlander**

STAFF PRESENT: **Sean Fleming (Library Director), Amy Lappin (Deputy Director) (remote); Nikki Rheaume; Celeste Pfeiffer**

---

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

Chair Oscadal opened the meeting at 7:00PM.

Phil Bush sat for Kim Rheinlander.

2. APPROVAL OF MINUTES
A. Approve the April 25, 2023 minutes

Ms. Sharfstein MOVED to accept the meeting minutes of April 25, 2022, as amended. Seconded by Mr. Stebbins.

**** Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Emma Wunsch – aye; Michael Stebbins – aye; Ann Sharfstein – aye; Phil Bush – aye; Morgan Swan – aye; (6-0-0).***

3. NEW BUSINESS
A. Approve the library strategic plan

Celeste Pfeiffer presented the Library's Strategic Plan. This includes an updated Mission Statement.

Jeff Damren entered the meeting.

Chair Oscadal stated that he would change the emphasis in the weaknesses section to contain more positive, descriptive items.

The Board thanked staff for their work on the plan.

Ms. Sharfstein MOVED to approve the Library Strategic Plan, with the awareness that small changes may be made based on suggestions.
Seconded by Mr. Bush.

**** Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Emma Wunsch – aye; Michael Stebbins – aye; Ann Sharfstein – aye; Phil Bush – aye; Morgan Swan – aye; (6-0-0).***

B. Approve the Treasurer's report

Mr. Stebbins explained that the Special Funds line has a deficit of approximately $17,000. The largest change in that account was a $14,000 check to the City of Lebanon. The City portion of the Library budget is underbudget by approximately $13,000. Most of this is due to an underrun in wages.

Mr. Swan MOVED to approve the Treasurer's Report, as presented.
Seconded by Ms. Sharfstein.

**** Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Emma Wunsch – aye; Michael Stebbins – aye; Ann Sharfstein – aye; Phil Bush – aye; Morgan Swan – aye; (6-0-0).***

C. Approve new substitute librarian job descriptions

Director Fleming explained that substitute job descriptions have been created and titles for these have been amended. Some of these changes include updates to the rate of pay for substitute positions.

Mr. Bush MOVED to approve the new job descriptions, as presented.
Seconded by Mr. Stebbins.

**** Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Emma Wunsch – aye; Michael Stebbins – aye; Ann Sharfstein – aye; Phil Bush – aye; Morgan Swan – aye; (6-0-0).***

D. Approve updates to the library appendix to the city handbook

Director Fleming explained that this deals with who approves staff developments when an employee is paying to take a course. Currently, the City Manager approves this, and the employee must prepay for the class. Once passed, the employee is reimbursed. This can be difficult for certain employees. The request is to change this to allow for the Library Director to approve these courses and for the Library to pay for this ahead of time.

Ms. Sharfstein suggested including language that, if an employee will be paying for a course and requesting reimbursement, they should request approval.

Ms. Sharfstein MOVED to accept the amendment to the Library Appendix to the City Handbook, with the amendments as discussed.
Seconded by Mr. Swan.

**** Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Emma Wunsch – aye; Michael Stebbins – aye; Ann Sharfstein – aye; Phil Bush – aye; Morgan Swan – aye; (6-0-0).***

E. Vote to recommend Yuli Volentino for the vacant trustee position

Director Fleming explained that Ms. Volentino is a frequent Library user and has been involved in numerous Library activities. He stated that he believes Ms. Volentino would make a good Trustee.

Mr. Stebbins MOVED to recommend Yuli Volentino as a Library Trustee.
Seconded by Ms. Wunsch.

**** Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Emma Wunsch – aye; Michael Stebbins – aye; Ann Sharfstein – aye; Phil Bush – aye; Morgan Swan – aye; (6-0-0).***

F. Review canned language for the trustees

Celeste Pfeiffer explained that staff received quite a bit of hateful feedback after the last Drag Story Hour. She has drafted canned language in case hate speech is used in the future. Director Fleming noted that staff will speak with an attorney regarding this canned language and 1st Amendment rights.

Chair Oscadal stated that, later in the meeting, he plans to recommend adding a regular public comment period to the Trustees' agendas. Including a regular public comment period will allow for the public, as stakeholders in the Library, to comment on items. Guidelines for this public comment period could also be included.

4. COMMITTEE REPORTS
None at this time.

5. OTHER BUSINESS
A. Vote to approve trustee statement

The Board reviewed the draft Trustee statement.

Mr. Swan MOVED to accept the Trustee statement, with the changes discussed.
Seconded by Mr. Stebbins.

**** Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Emma Wunsch – aye; Michael Stebbins – aye; Ann Sharfstein – aye; Phil Bush – aye; Morgan Swan – aye; (6-0-0).***

B. Library Director's report
Celeste Pfeiffer stated that that the Library has been donated 2-3 e-bikes from a lending e-bike library, Vital Communities. The Library will now be sponsoring this program.

Director Fleming asked if the Board would like to continue to meet in this space or alternate between spaces. Ms. Sharfstein suggested that meetings with public comment periods should likely be held in this space.

C. Library Deputy Director's report

Deputy Director Lappin stated that programming is ramping up at the Library.

In response to a question from Ms. Sharfstein, Deputy Director Lappin stated that there is an idea for a recording studio at the Library, in order for people to make recordings, play an instrument, create podcasts, etc. A meeting room could serve a dual purpose for this.

The Board discussed the possibility of including a regular public comment portion to the agenda. There was consensus to move forward with this item. Ms. Sharfstein and Mr. Damren agreed to draft guidelines for the Board's review at the next meeting.

6. ADJOURNMENT:

Mr. Swan MOVED to adjourn the meeting.
Seconded by Mr. Stebbins.

**** Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Emma Wunsch – aye; Michael Stebbins – aye; Ann Sharfstein – aye; Phil Bush – aye; Morgan Swan – aye; (6-0-0).***

The meeting was adjourned at 8:55 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary