

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
September 26, 2023
7:00 PM**

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

MEMBERS ABSENT:

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 opened the meeting at 7:00PM.

2. Public hearing to accept \$25,000 gift from the Lebanon Public Libraries Foundation for books and materials

Ms. Sharfstein MOVED to accept the \$25,000 gift from the Lebanon Public Libraries Foundation for books and materials.

Seconded by Mr. Stebbins.

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

2. APPROVAL OF MINUTES

A. Approve the July 25, 2023 minutes

Mr. Stebbins MOVED to accept the meeting minutes of July 25, 2023, as presented.

Seconded by Ms. Wunsch.

**Vote on the MOTION passed: (6-0-1).*

4. NEW BUSINESS

A. Discussion about ways to contact the trustees

The Board discussed different ways to contact the Trustees. Jaki Frisina presented ways the Trustees could improve communication with the Board, including protecting Trustee emails to cut down on phishing attempts, and improving ease of use by the public and staff.

B. Approve the Treasurer's report

The Board reviewed the Treasurer's report.

Ms. Sharfstein MOVED to approve the Treasurer's Report, as presented.

Seconded by Mr. Stebbins.

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

C. Review draft \$50,000 cut to the 2024 budget

There was discussion regarding the proposed \$50,000 cut to the Library's 2024 budget. The Board discussed potential areas to make cuts in.

D. Approve updated Outreach Librarian job description

Ms. Sharfstein MOVED to approve the updated Outreach Librarian job description, as presented.

Seconded by Mr. Stebbins.

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

E. Approve new Public Comment Policy

The Board reviewed Attorney Matt Decker's suggested edits to the Public Comment Policy.

Ms. Sharfstein MOVED to approve the Public Comment Policy, as discussed.

Seconded by Mr. Stebbins.

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

F. Review Investment Policy

The Board reviewed the draft Investment Policy.

G. Review and approve updates to the No Trespass Policy

The Board reviewed the proposed updates to the No Trespass Policy.

Ms. Sharfstein MOVED to approve the updated No Trespass Policy.

Seconded by Mr. Stebbins.

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

H. Review and approve update to the Library Appendix to the City Handbook

Ms. Sharfstein MOVED to approve the updated Library Appendix to the City Handbook.

Seconded by Mr. Stebbins.

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

5. COMMITTEE REPORTS

None at this time.

6. OTHER BUSINESS

A. Library director report

Director Fleming gave his report.

B. Deputy library director report

Deputy Director Lappin gave her report.

6. ADJOURNMENT:

Ms. Sharfstein MOVED to adjourn the meeting.

Seconded by Mr. Bush.

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

The meeting was adjourned at 8:07 PM.

Respectfully submitted,

Kristan Patenaude

Recording Secretary