FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
October 24, 2023
7:00 PM

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

MEMBERS ABSENT: **Yuli Volentino, Phil Bush**

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

Chair Oscadal opened the meeting at 7:00PM.

Jeff Damren sat for Yuli Volentino.

2. Open to the Public

None at this time.

3. APPROVAL OF MINUTES
A. Approve the September 26, 2023 minutes

Ms. Sharfstein MOVED to accept the meeting minutes of September 26, 2023, as amended. Seconded by Mr. Stebbins.
****Vote on the MOTION passed: (7-0-0).***

4. NEW BUSINESS
A. Approve the Treasurer's Report

Regarding the Special Funds, Mr. Stebbins explained that $25,000 was received from the Foundation. This helped toward the $14,000 deficit. This amounts to an approximately $9,000 surplus in the Special Funds account. There was approximately $1,000 in expenditures this month between office supplies, books, CDs, programs, etc. Regarding the City Funds account, this is approximately $46,000 under budget. This month, employee expenses are approximately $25,000 under budget. Repairs/maintenance is under budget by approximately $5,000, and small tools/equipment is over budget by approximately $5,000. Electricity is approximately $6,000 under budget, and travel is under budget by approximately $9,000.

Mr. Swan MOVED to accept Treasurer's Report, as presented.
Seconded by Ms. Rheinlander.
****Vote on the MOTION passed: (7-0-0).***

B. Approve changes to the Public Access Internet Policy

The Board reviewed the proposed changes to the policy.

Mr. Damren MOVED to adopt the revised Public Access Internet Policy, as presented.
Seconded by Ms. Wunsch.
****Vote on the MOTION passed: (7-0-0).***

C. Approve changes to the Chromebook Policy

The Board reviewed the proposed changes to the Chromebook Policy.

Ms. Sharfstein MOVED to adopt the revised Chromebook Policy, as presented.
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 stated that City Manager Sean Mulholland would like to hold an Ethics training with all boards/committees before the end of January. This Board has been scheduled in for January.

B. Deputy library director report

Deputy Director Lappin stated that Vital Communities would like to join the Library Board, Foundation, and Staff on Friday, November 3, 2023, from 4pm-6pm for an appreciation party regarding the e-bike collaboration between the groups.

Deputy Director Lappin noted that a new story time substitute started this month. She reviewed a number of programs and upcoming events. She also reviewed staff training events.

Chair Oscadal explained that it is almost the time of year to evaluate the Library Director. This is usually done using a small group of the Board and comments solicited from Staff. A draft is then sent to all Board members for comments and a final report. The Board then meets with the Director to discuss the report.

The Board discussed Jeff Damren's alternate reappointment.

7. ADJOURNMENT:

Ms. Sharfstein MOVED to adjourn the meeting.
Seconded by Mr. Damren.
****Vote on the MOTION passed: (7-0-0).***

The meeting was adjourned at 7:28 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary