FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
November 28, 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 October 24, 2023 minutes

Ms. Sharfstein MOVED to accept the meeting minutes of October 24, 2023, as presented.
Seconded by Mr. Stebbins.
****Vote on the MOTION passed: (7-0-0).***

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

Mr. Stebbins stated that, as of October, the City funds are $62,000 under budget for the Library. For the Special Funds, there is a $6,800 surplus. $500 in income was received for the month of October.

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

B. Approve the update to the Library Appendix to the City Handbook

Director Fleming explained that changes have been made to the Library Appendix to the City Handbook as issues arise. An employee is looking to take a leave that is longer than currently allowed [three months], and the request is to extend the leave length in the Appendix. A second change is for the decision-making process to be placed in the hands of the Library administration. The employee's leave request will be an overall help to the Library. The intention is to hold the employee's position and try to fill it temporarily until the employee returns.

Chair Oscadal asked if the language would allow an employee could take one leave of absence of 280 days or several leaves of absence throughout a year totaling this many days. Director Fleming stated that the leave would be based on calendar days.

Ms. Rheinlander MOVED to approve the update to the Library Appendix to the City Handbook as presented.
Seconded by Ms. Sharfstein.
****Vote on the MOTION passed: (7-0-0).***

Chair Oscadal asked about the list of paid holidays within the Library Appendix and inclusion of Columbus Day along with Indigenous Peoples Day. Deputy Director Lappin stated that some Staff members believe listing this would take away from Indigenous Peoples Day. The Board agreed to leave the list as written.

C. Approve the update to the Rules and Regulations Policy

Director Fleming explained that this update is in regard to the Trespass Policy. The attorney suggested adding general purpose language regarding the Trespass Policy into the Rules and Regulations Policy.

Mr. Stebbins MOVED to approve the update to the Rules and Regulations Policy as presented.
Seconded by Mr. Swan.
****Vote on the MOTION passed: (7-0-0).***

D. Approve the update to the Art Exhibit Display Policy

Deputy Director Lappin explained that this is a minor update to the policy regarding which Staff member items fall under instead of a committee that no longer exists.

Ms. Sharfstein MOVED to approve the update to the Art Exhibit Display Policy as presented.
Seconded by Ms. Rheinlander.
****Vote on the MOTION passed: (7-0-0).***

E. Approve the Library Password Policy

Director Fleming explained that the City's Policy will still govern Staff for most software use, but for Library specific software, the proposal is to utilize this less strenuous Policy.

Ms. Wunsch MOVED to approve the Library Password Policy as presented.
Seconded by Mr. Stebbins.
****Vote on the MOTION passed: (7-0-0).***

F. Review the Alternative Work Arrangements Policy and Guide

The Board reviewed the Alternative Work Arrangements Policy and Guide.

Ms. Sharfstein MOVED to approve the Alternative Work Arrangements Policy and Guide.
Seconded by Mr. Stebbins.
****Vote on the MOTION passed: (7-0-0).***

G. Approve updates to the non-resident fees

Director Fleming explained that the proposal is to raise the non-resident fees. This will be reviewed annually. The fees will be updated January 1, 2024, as cards are updated.

Ms. Wunsch MOVED to accept the 2024 non-resident fee calculations as presented.
Seconded by Ms. Rheinlander.
****Vote on the MOTION passed: (7-0-0).***

5. COMMITTEE REPORTS
None at this time.

6. OTHER BUSINESS

A. Hate speech discussion

Director Fleming explained that coming out of the Public Comment Policy discussion, there were recommendations made to the Board regarding how to handle public comment and potential First Amendment issues. This item was reviewed by a City Attorney who provided an opinion to the Board.

B. Library Director's Report

Director Fleming stated that he recently presented the Library budget. There were not too many questions and the presentation seemed to go well.

C. Deputy Library Director's Report

Deputy Director Lappin stated that Staff has been a bit stressed in having to help some users of the Library with social work items. She may work to switch some schedules around and implement other items to help alleviate some of the stress.

Chair Oscadal noted that the Public Comment Policy is posted under the Library website under the General section. He believes this policy deals with Trustee meetings and he would suggest setting up the page to read: *Lebanon Public Libraries.Board of Trustees Public Comment Policy.*

Ms. Sharfstein MOVED to accept the new title of the policy and change it as such on the website.
Seconded by Mr. Swan.
****Vote on the MOTION passed: (7-0-0).***

7. ADJOURNMENT:

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

The meeting was adjourned at 8:15 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary