FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
January 30, 2024
7:00 PM

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

MEMBERS ABSENT: **Yuli Volentino, Phil Bush (alternate), Emma Wunsch,**

STAFF PRESENT: **City Manager Shaun Mulholland, 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.

Jeff Damren and Renee Dunn sat as voting members.

2. Open to the Public

None at this time.

3. City Manager Ethics Training

A. Policy review

City Manager Mulholland led the Board through an ethics training.

4. Approval of Minutes

A. Approve the November 28, 2023 minutes

Mr. Swan MOVED to accept the meeting minutes of November 28, 2023, as presented.
Seconded by Ms. Sharfstein.
****Vote on the MOTION passed: (7-0-0).***

5. New Business

A. Approve the Treasurer's Report

Mr. Stebbins explained that the City budget was underbudget by approximately $32,000 for the end of the calendar year. Electricity ended up being approximately $14,000 under budget. Regarding the special funds budget, this ended a year with a surplus of approximately $3,000.

Mr. Stebbins noted that he will be stepping down from the Board due to a new job.

Ms. Sharfstein MOVED to accept Treasurer's Report.
Seconded by Mr. Dunn.
****Vote on the MOTION passed: (7-0-0).***

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

Director Fleming reviewed the proposed changes to the Library Appendix of the City Handbook.

Chair Oscadal explained that the City's position is that the 3% increase is tied to the annual evaluation or a COLA increase, which does not kick in immediately. The proposal is to add clarifying language so that if a Library employee's position is upgraded, there will be a 3% increase in pay, along with an additional increase tied to an annual evaluation or a potential COLA increase from the City. Mr. Damren stated that he is unclear as to why this would be done. Positions generally come with a range of salary in order to compensate people commensurate with the classification. Deputy Director Lappin explained that the proposal is to classify positions properly to make sure employees are being paid in the correct range.

Chair Oscadal suggested wording that adds flexibility for when positions are adjusted to a higher grade in order to determine if a change in salary is warranted at that time.

Mr. Damren suggested amending the language to reflect that this is for a reclassification adjustment of 3%.

Mr. Damren MOVED to accept Option A of the proposed changes to the Library Appendix of the City Handbook, as revised.
Seconded by Ms. Rheinlander.
****Vote on the MOTION passed: (7-0-0).***

C. Approve updates to the Interlibrary Loan Policy

Ms. Dunn MOVED to accept the updated Interlibrary Loan Policy.
Seconded by Mr. Damren.
****Vote on the MOTION passed: (7-0-0).***

6. Committee Reports

None at this time.

7. Other Business

A. Library Director's Report

The Board discussed its open positions. Ms. Dunn expressed interest in stepping into the Treasurer's role.

B. Deputy Library Director's Report

Deputy Director Lappin stated that there are several open Library Clerk positions. Staff continues to work on additional updates to policies. She noted that Citizen's Academy will be taking place again this year.

8. Future Agenda Items

Ms. Dunn noted that there are some excess funds through the Foundation Board that could be used for additional projects.

9. Non-Public Session

The Board entered Non-Public Session at 8:10PM.

10. ADJOURNMENT:

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

The meeting was adjourned at 8:27 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary