FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
February 27, 2024
7:00 PM

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

MEMBERS ABSENT: **Yuli Volentino, Phil Bush (alternate), Renee Dunn (alternate) Morgan Swan, Emma Wunsch**

STAFF PRESENT: **Sean Fleming (Library Director)**

STAFF ABSENT: **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 as a voting member.

2. Open to the Public

None at this time.

3. Public hearing to accept $5,000 gift from the Lebanon Public Libraries Foundation for furniture & fixtures

Mr. Damren MOVED to accept the $5,000 gift from the Lebanon Public Libraries Foundation for furniture and fixtures.
Seconded by Ms. Sharfstein.
****Vote on the MOTION passed: (5-0-0).***

4. Approval of Minutes

A. Approve the January 30, 2024 minutes

Ms. Sharfstein MOVED to accept the meeting minutes of January 30, 2024, as presented.
Seconded by Mr. Damren.
****Vote on the MOTION passed: (5-0-0).***

5. New Business

A. Approve the Treasurer's Report

Mr. Stebbins reviewed the Treasurer's Report. He noted that the City funds are currently under budget by $600 for the first month of the year. The Wages line is still under budget. The Electricity line was overbudget by approximately $3,000. Regarding the Special Funds budget, there is not yet much to report. Director Fleming noted that an approximately $27,000 check from the City has been received.

Ms. Rheinlander MOVED to accept Treasurer's Report.
Seconded by Mr. Damren.
****Vote on the MOTION passed: (5-0-0).***

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

Director Fleming noted that this is a two-word change suggested by City Manager Mulholland.

Ms. Sharfstein MOVED to accept the changes proposed to the Library Appendix to the City Handbook.
Seconded by Mr. Stebbins.
****Vote on the MOTION passed: (5-0-0).***

C. Approve Jaki Frisina's unpaid leave request

Mr. Damren MOVED to approve Jaki Frisina's unpaid leave request, as presented. Seconded by Ms. Sharfstein.
****Vote on the MOTION passed: (5-0-0).***

D. Approve the 2024 trustee special funds budget

Director Fleming noted that the office and operating budget has been reduced, by moving the cost of porta pottys over to the City's budget. The entertainment budget is proposed to increase for next year. Overall, this is a balanced budget.

Mr. Stebbins MOVED to approve the 2024 trustee special funds budget. Seconded by Mr. Damren.
****Vote on the MOTION passed: (5-0-0).***

E. Review the Library's Strategic Plan Miro Board

The Board reviewed the Library's Strategic Plan Miro Board.

6. Committee Reports

A. Update from the Foundation

Director Fleming noted that there is a new Foundation Director who will start at the May meeting.

7. Other Business

A. Library Director's Report

Director Fleming noted that a new Trustee rep to the Foundation Board is needed. Ms. Rheinlander volunteered for this position, and the Board agreed.

Director Fleming noted that there are three open seats and only two candidates for the next election. Mr. Damren has agreed to be a write-in candidate for the third seat. There will then be three open alternate seats on the Board. There will be an officer election in March after the election.

Director Fleming noted that five new Library substitutes are being hired.

B. Deputy Library Director's Report

None at this time.

8. Future Agenda Items

None at this time.

9. ADJOURNMENT:

Mr. Stebbins MOVED to adjourn the meeting.
Seconded by Ms. Sharfstein.
****Vote on the MOTION passed: (5-0-0).***

The meeting was adjourned at 7:30 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary