

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, November 24th, 2020
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Susan Weber Valiante (Secretary), Ann Sharfstein, Laura Barrett, Emma Wunsch (Alt.), Donna Hartford (Alt.)

MEMBERS ABSENT: Morgan Swan

STAFF PRESENT: Sean Fleming (Library Director)

1. CALL TO ORDER: Chair Francis Oscadal called the meeting to order at 7:02 PM

- Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A “Right to Know” requirements.
- During the absence of Morgan Swan, Donna Hartford was given voting privileges for this meeting.

2. APPROVAL OF MINUTES:

- October 27th, 2020

Ms. Barrett MOVED to approve the October 27th, 2020 Minutes as presented in the November 24th, 2020 agenda packet.

Seconded by Ms. Valiante.

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Donna Hartford, Susan Weber Valiante, and Laura Barrett all voting Yea.

None voted Nay.

** The Vote on the MOTION was approved (7-0).*

- November 10th, 2020

Ms. Sharfstein MOVED to approve the November 10th, 2020 Minutes as presented in the November 24th, 2020 agenda packet.

Seconded by Ms. Desrosiers.

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Donna Hartford, Susan Weber Valiante, and Laura Barrett all voting Yea.

None voted Nay.

** The Vote on the MOTION was approved (7-0).*

3. APPROVE THE FINANCIAL REPORT:

Treasurer Taylor reported he will send out his finance reports by e-mail when he receives them. Director Fleming implemented a plan to spend some of the surplus funds the Library had from this year. He spent close to \$44,000.00 in October on repairs and small tools. The surplus is down to a little over \$100,000.00. A little over \$11,000.00 has been spent adding to the collection at the Library.

Director Fleming reported that when he realized there was going to be a large surplus of funds for this year, they decided to go forward with a renovation project at Kilton Library. The \$80,000.00 work was originally going to be done through a CIP, but the City Manager took it out because of the surplus. Even with that work being done there will still be a surplus of approximately \$50,000.00.

***A MOTION was made by Ms. Desrosiers to approve the Financial Report as presented.
Seconded by Ms. Sharfstein.***

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Donna Hartford, and Laura Barrett all voting Yea.

None voted Nay.

**** The Vote on the MOTION was approved (7-0).***

4. COMMITTEE REPORTS: NONE

5. OTHER BUSINESS:

A. Director's Report: Director Fleming spoke on the upcoming budget year, especially regarding the request for the Library renovation funding. He asked the Board if they could reach out as citizens to City Councilors to show their support for the Library Renovation. Chair Oscadal said he would be speaking to the City Council at the December 2nd, 2020 meeting and will be talking about the survey that the Library conducted earlier in the year about the renovation project.

Director Fleming said that the Library Foundation had a goal to raise \$300,000.00 for the Library Renovation by the end of the year. The Foundation decided to move the goal end date to the end of 2021. The City Manager thought that would be OK to do since the money would not be needed until then for the bond payments.

If the renovation takes place, most of the books from the Lebanon Library would be placed into storage. The Teen Librarian would like to have some of those books moved to the Kilton Library. Chair Oscadal asked if there was anyway that the books could be accessible at the off-site location? Director Fleming replied that would not be cost effective or practical. Other Board members asked if the Kilton Library might be able to absorb some of the books? Director Fleming said he could investigate that.

At the City Manager's urging, Director Fleming worked with Milestone to determine the cost of adding additional parking at Kilton Library. The cost would be \$200,000.00, which would be tearing down the building at Atwood Avenue and putting parking on that piece of property. The amount did not include the cost of purchasing the property.

Lastly, Director Fleming asked if the Board would mind having the Library closed on Saturday, December 26th, 2020, the day after Christmas? No one on the Board voiced any objections.

B. Deputy Director's Report: None

6. OTHER BUSINESS:

Chair Oscadal asked about the Library Website redesign and where that was in the process? Director Fleming replied he was not sure where that stood right now. Chair Oscadal also asked if the outdoor tech lab was still going on? Director Fleming said it had ended when the weather got colder outside.

7. ADJOURNMENT:

*A MOTION was made by Ms. Desrosiers to adjourn the meeting at 7:42 PM.
The MOTION was seconded by Ms. Sharfstein.*

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Donna Hartford, and Laura Barrett all voting Yea.

None voted Nay.

** The Vote on the MOTION was approved (7-0).*

Respectfully submitted,
Barbara Higgins
Recording Secretary