FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
April 23, 2024
7:00 PM

MEMBERS PRESENT: **Francis Oscadal (Chair), Kim Rheinlander, Morgan Swan, Jeff Damren, Renee Dunn**

MEMBERS ABSENT: **Ann Sharfstein; 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. He introduced Leonee Ariel Derr and Ellen Hubbell as interested parties for alternate positions on the Board. The two sat as guests, pending approval of their alternate positions, as recommended by the Board of Trustees.

2. Open to the Public

None at this time.

3. Approval of Minutes

A. Approve the March 26, 2024 minutes

Mr. Swan MOVED to accept the meeting minutes of March 26, 2024, as presented.
Seconded by Ms. Dunn.
****Vote on the MOTION passed: (5-0-0).***

4. New Business

A. Approve the Treasurer's Report

The Board reviewed the financial report.

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

B. Approve the Library Food Purchasing Policy

Ms. Rheinlander MOVED to approve the Library Food Purchasing Policy, as presented.
Seconded by Mr. Damren.
****Vote on the MOTION passed: (5-0-0).***

C. Approve Updates to the Meeting Room Policy

The Board discussed the proposed updates.

Mr. Damren MOVED to approve the Meeting Room Policy, as amended.
Seconded by Ms. Dunn.
****Vote on the MOTION passed: (5-0-0).***

D. Approve Updated Outreach and Programming Librarian job description

Director Fleming explained that the job description and title for this position have been updated. This was amended to reflect what the position requires. The position should include language regarding being a liaison to the Library Foundation.

Mr. Damren MOVED to approve the updated version of the Outreach and Programming Librarian job description, with the understanding that language will be included regarding this position being a liaison to the Library Foundation.
Seconded by Ms. Dunn.
****Vote on the MOTION passed: (5-0-0).***

5. Committee Reports

There was discussion regarding funding necessary to update the AV system in the Community Room. Matching grant funds could be sought for this project.

6. Other Business

A. Library Director's Report

Director Fleming stated that City Manager Mulholland is working with Staff to replace much of the heating and cooling system at Kilton. Three quotes have been received for the work. The City is facing a debt crisis at the moment and may not be able to take on new projects. The suggestion is to possibly use funding leftover in the City budget at the end of the fiscal year.

There was discussion regarding the procedure for signing checks under $1,000. It was agreed that this would not need to be revisited annually.

There was discussion regarding moving toward using the software the City uses for strategic planning.

B. Deputy Library Director's Report

None at this time.

8. Future Agenda Items

The Board agreed to potentially discuss the process of investing money in the future.

The Board made a recommendation that Leonee Ariel Derr and Ellen Hubbell be appointed as alternates to the Library Board of Trustees.

Chair Oscadal stated that he was asked by a staff member about the NH Library Association Paralibrarian certification. He would like this to be discussed at the next meeting.

9. ADJOURNMENT:

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

The meeting was adjourned at 8:08 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary