

FINAL

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

MEMBERS PRESENT: Francis Oscadal (Chair), Renee Dunn; Emma Wunsch (remote); Ellen Hubbell (alternate); Jeff Damren; Ann Sharfstein; Morgan Swan

MEMBERS ABSENT: Kim Rheinlander; Leonee Derr (alternate)

STAFF PRESENT: 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.

Ellen Hubbell sat as a voting member.

2. Open to the Public

None at this time.

3. Approval of Minutes

A. Approve the June 25, 2024 minutes

Ms. Hubbell MOVED to accept the meeting minutes of June 25, 2024, as presented. Seconded by Mr. Damren.

****Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).***

4. New Business

A. Approve the Treasurer's Report

Ms. Dunn stated that the budget is on track for this time of the year, at 49.67% of the total.

Ms. Sharfstein MOVED to accept the Treasurer's Report, as presented. Seconded by Mr. Damren

****Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).***

B. Approve the 2025 Library budget

The Board discussed the 2025 Library budget proposal. Director Fleming stated that there is a 7% increase proposed. The City Council may look to cut the budget at some point during the budgeting process. The Training, Licenses, and Dues portion of the budget is proposed to be decreased. Outreach budget items are proposed to increase.

Ms. Dunn MOVED to approve the 2025 Library budget as presented. Seconded by Mr. Damren

****Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).***

C. Approve draft revisions to the Library Appendix to the City Handbook

Director Fleming explained that the revisions were drafted and shared with the Library Management Team.

Mr. Swan MOVED to approve the Library Appendix revisions to the City Handbook, as presented. Seconded by Mr. Damren

****Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).***

5. Committee Reports

None at this time.

6. Other Business

A. Library Director's Report

Director Fleming discussed the parking situation at Kilton with the Board. Rebecca Owens and Nate Reichert, Planning Director, will present potential options in the October timeframe. There was discussion regarding obtaining property to beautify the area around the Library instead of simply adding parking. He noted that there is approximately \$50,000 in the Revolving Fund to address the parking problem at Kilton. If this problem is fixed another way, the funding could be used for something else such as the heat pump project.

Director Fleming explained that the City Clerk has decided to move the Ward 1 election to the SAU due to the parking issues.

Director Fleming noted that the Foundation would like to hold a joint meeting in September. The Board agreed not to hold a meeting in August.

B. Deputy Library Director's Report

Deputy Director Lappin stated that five clerk candidates were interviewed last week. The Library's partnership with the Food Bank is going well, with meals being distributed on

Wednesdays. If food is leftover, it appears the camp children have been taking it with them. As of today, 608 people have signed up for Summer Reading.

7. Future Agenda Items

The Board discussed future agenda items.

8. ADJOURNMENT:

Ms. Sharfstein MOVED to adjourn the meeting. Seconded by Mr. Damren.

**Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).*

The meeting was adjourned at 7:54 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary