FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
September 24, 2024
7:00 PM

MEMBERS PRESENT: **Francis Oscadal (Chair), Renee Dunn; Ellen Hubbell (alternate); Jeff Damren; Ann Sharfstein; Morgan Swan; Kim Rheinlander; Leonee Derr (alternate)**

MEMBERS ABSENT: **Emma Wunsch**

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

Ellen Hubbell sat as a voting member.

2. Open to the Public

Amber Coughlin, Children's Librarian, expressed concern regarding losing her job and noted that it would be terrible for the Library to lose this position.

Nicole Rheaume, Youth Services Librarian, spoke in support of Ms. Coughlin. She noted that it is important for the Library to have a Children's Librarian. This is also important for the greater community. Cutting this position would hurt the Library's programming and will lead to burn out among other Staff members.

3. Joint Meeting of the Trustees and Foundation

Ms. Dunn explained that the investment portfolio of the Foundation has done very well this year. For calendar year 2024, there was a return of 14.4%, meaning that the investments have increased from $155,000 to $189,000 or an earnings of $34,000 for the year. There is an ongoing project to determine if the current allocation is appropriate.

Director Fleming explained that the Library received a $25,000 grant to go toward the AV system at the Kilton Library. Matching funds are currently being raised.

4. Approval of Minutes

A. Approve the July 23, 2024, minutes

Mr. Damren MOVED to accept the meeting minutes of July 23, 2024, as presented. Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

5. New Business

A. Approve the Treasurer's Report

Ms. Dunn explained that the budget for this year is right on schedule for 2/3 of the way through the year. Currently 65.57% of the budget has been used. Large expenses since the last meeting include $13,000 on books and a $5,000 repair charge. Regarding the $86,000 sitting in savings at Mascoma Bank, she would like to do something similar as is being done with the funds for the Foundation.

Ms. Sharfstein MOVED to accept the Treasurer's Report, as presented. Seconded by Ms. Rheinlander.
****Vote on the MOTION passed (7-0-0).***

B. Approve draft cuts to the 2025 budget

Director Fleming explained that he is recommending the Board to not approve this draft. The proposed cut is a large figure, $290,000, if the tax rate increase is held to 3%. There are likely options that can be found to help cover this amount. He suggested a small subcommittee to consider proposed cut ideas. He noted that City Manager Mulholland previously stated that there could be a 12% increase in the City portion of the tax increase. This amount was recently reduced to 10% and the request is to show the City Council what impacts there could be to City services from these cuts. There are 175 full time positions in the City, and for other City departments to get down to the proposed 7% reduction, four positions would be cut over all the departments. For the Library to get to a 3% cut, two full-time positions would be cut, plus an additional $50,000. This seems disproportional. The hope is that people would speak out against the proposed cuts against the Library to push back against the proposal. A presentation needs to be made to the City Council on November 14th.

The Board agreed that a subcommittee should be formed to consider the proposed budget cuts.

Ms. Sharfstein MOVED to table the draft cuts to the 2025 budget until the subcommittee can meet and propose another budget next month. Seconded by Mr. Damren
****Vote on the MOTION passed (7-0-0).***

C. Approve updated job descriptions

Director Fleming explained that the Technical Services Library Assistant, Youth Services Library Assistant, and IT Librarian job descriptions were revised.

Ms. Dunn MOVED to approve the Youth Services Library Assistant job description. Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

Ms. Dunn MOVED to approve the Technical Services Library Assistant job description.
Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

Ms. Dunn MOVED to approve the Information Technology Librarian job description.
Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

6. Committee Reports

None at this time.

7. Other Business

A. Library Director's Report

Director Fleming explained that he has hired an attorney from Wadleigh, Starr, Peters Law, regarding the rights and responsibilities of the Library. It has been stated that the City Manager is in charge of the Library facilities, which is not what is stated in RSA Statute 202A. There is apparently City Code language, including in Chapter 100 which covers the Library, that states that the Library is in charge of its building and grounds.

Director Fleming stated that there is a new Statute out of Concord which states that holidays need to be referred to by the State designation. The Board discussed how it would like to handle this change. The Board agreed to review a revised employee handbook at the next meeting with the proposed necessary changes.

Director Fleming stated that there will be further discussions with City Staff regarding the parking lot at Kilton. Ms. Derr noted that the budget impact for this parking lot may need to be considered.

Director Fleming stated that Tad Montgomery, Energy and Facilities Manager is working on a bike solar charging station for Kilton and would like to know where it should be located. The City would like this located in front of the building. The Board stated that it would prefer it in the back of the building but would like to see a proposed plan for the station first. It was noted that this goes back to whether the City or Library controls the Library’s facilities.

B. Deputy Library Director's Report

None at this time.

8. Future Agenda Items

The Board stated that it is almost the time of year to evaluate the Library Director. Chair Oscadal, Ms. Hubbell, and Mr. Damren agreed to work on this item.

The Board discussed including future agenda items as discussed during the meeting.

9. ADJOURNMENT:

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

The meeting was adjourned at 8:11 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary