FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
October 29, 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); Emma Wunsch**

STAFF PRESENT: **Sean Fleming (Library Director); Amy Lappin (Deputy Director, remote), Rebecca Owens (Senior Planner)**

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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.

2. Open to the Public

None at this time.

3. New Business

A. Kilton Parking Discussion

Director Fleming explained that six years ago, the Library was approached by a neighbor of Kilton regarding the possibility of eventually acquiring their property for additional parking. The Library tried to pursue right of first refusal, which it could not secure due to some legal entanglement. This is a conversation for the Library to continue to consider.

Rebecca Owens presented options in terms of potentially purchasing the property or finding room for parking elsewhere to address the problem. Parking is not usually the highest and best use for land but can be a huge issue for cities. The Library could also consider ways to encourage transit use to access the Library. Incremental changes in the community, such as a small parking area, add up over time. If the proposed parking lot is going to sit idle often, the Library should consider if it will capture the value of the proposed use versus a place that contributes to the community cultural diversity. The parcel could be purchased and used for other things, such as a multipurpose facility, or used as parking in conjunction with other uses. A formal parking study has not yet been completed and no public feedback has yet been solicited.

Director Fleming explained that City Manager Mulholland was interested in acquiring the lot for parking based on the lot sometimes being full during Upper Valley Business Alliance meetings, with people also parked along Tracy Street. Also, Lebanon is growing and with that growth, additional parking is likely needed. Ms. Owens stated that multiple data points are needed.

Director Fleming stated that staff met with the Mascoma Bank regarding parking there for larger events. The Bank was asked a number of years ago about a parking agreement, but they would not entertain it at the time.

Chair Oscadal stated that he does not believe there is a large need for extra parking for Kilton itself, though there may be for West Lebanon as a whole. The idea of a multipurpose use of the land is more attractive than parking alone.

Director Fleming explained that the project in total could likely cost around $500,000. This would lead to approximately 19 parking spaces at around $20,000-$25,000 per space.

The Board discussed waiting to see how the Main Street renovation changes the area.

B. Approve the Treasurer's Report

Ms. Dunn explained that the budget is still on track for this year. A few lines are currently above budget.

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

4. Approval of Minutes

A. Approve the September 24, 2024, minutes

Mr. Swan MOVED to accept the meeting minutes of September 24, 2024, as amended. Seconded by Ms. Rheinlander.

Amendments:
Page 1, Lines 22-23: Strike "The Foundation allows 3% of their investment policy portfolio to be used each year to support Library operations."

Page 2, Line 70: Add "Technical Services Library Assistant"

****Vote on the MOTION passed (7-0-0).***

5. Other Business

A. Approve budget cuts plan

Director Fleming explained that the City Manager recently discovered that the health insurance costs are coming in higher than anticipated. These costs were budgeted at 10%, but unfortunately are coming in at 18%. Also, it was recently determined that the unassigned fund balance will add another 2% to the budget. It is not yet clear what these items will mean for each Department's budget.

The Board discussed the proposed options in order to make the necessary budget cuts.

Mr. Swan MOVED to submit Option F for the budget to City Hall. Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

B. Library holiday schedule

The Board discussed the Library holiday schedule. The State legislature has stated that the officially approved named for holidays must be used. For Columbus Day/Indigenous Peoples' Day, the name Columbus Day must be used. It was noted that there does not seem to be an enforcement provision for this law. The City has stated that it will look into this after the new year. Also, Columbus Day is not an issue for the City, as it is not a City holiday.

Director Fleming suggested that the Board create a subcommittee to discuss if the name should be changed to conform to State law. This could be a group of five people. The Board agreed to move forward with a working group on this topic.

C. Library Director's Report

Director Fleming stated that the City is not proceeding with a bike charging station in West Lebanon at this time. The City will move forward with one in Lebanon as a pilot program. He noted that the end projections for the Library look to be approximately $15,000 under budget at this time. He explained that City Manager Mulholland has anticipated that the Library will use its reserve to help out with the heat pump project at Kilton. The City Manager also plans to use any underspent funds from other departments to help cover this project. The Board would need to approve use of any underspent funds for this project.

Director Fleming stated that the City Council meetings for the public to comment on the budget will be on December 4th and 18th. He asked that Board members attend to speak on potential budget cuts.

Director Fleming stated that the Library is $6,500 away from the challenge match for the Byrne pledge. Also, the custodial sub has put in his letter for resignation.

The Board discussed the complaint from Laurel Stavis. Chair Oscadal stated that he would draft a letter in response.

6. Future Agenda Items

As discussed during the meeting.

7. 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 8:33 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary