

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, January 26th, 2021
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), Amy Lappin (Deputy Director)

1. CALL TO ORDER: Chair Francis Oscadal called the meeting to order at 7:01 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, Emma Wunsch was given voting privileges for this meeting.

2. APPROVAL OF MINUTES: November 24th, 2020

Ms. Valiante MOVED to approve the November 24th, 2020 Minutes as presented in the January 26th, 2021 agenda packet as amended.

Seconded by Ms. Desrosiers.

Amendments:

Page 2, Line 39, 40 & 41 Remove “Chair Oscadal will help with looking over the books to decide what would go to storage and what might be able to be moved to Kilton Library.

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Emma Wunsch, 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 that that the Library ended the year just under \$120,000.00 below budget. Payroll related costs were \$130,000.00 under budget and staff development and travel brought the figure up to \$140,000.00. Director Fleming spent \$30,000.00 on buildings and grounds. The report from the City showed just under \$95,000.00 encumbered. The encumbrance was for the Kilton Library bathroom renovations This was money that the Library committed to spend but did not complete the process before

the end of the year. Special funds revenue was down significantly due to fines and fees being mostly eliminated this year due to Covid-19 and the Libraries being shut down. The Library also did not receive any funds from the Library Foundation annual appeal. This revenue decrease had been more than offset by the reduction in spending on books, CD and other media.

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

Seconded by Ms. Wunsch.

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma Wunsch, 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 about the Christmas light display that DB Lights put up at the Kilton Library. Mr. Devon Blanchard was at the meeting and wanted to do another light display at the Kilton Library again next year. Chair Oscadal thought it was a nice thing to do for West Lebanon. Ms. Barrett thought the light display was delightful and that perhaps next year it could be a collaborative effort with the Library. She really enjoyed the window displays, as well. Ms. Sharfstein loved the display and hoped to see it continue and grow. Mr. Taylor said he sent people to the light display and the feedback he received was that everyone really enjoyed the display. The consensus of the Board was that they would like to see another Christmas light display done at Kilton Library next year.

Director Fleming have an update to the fundraising effort for the renovation at the Lebanon Library. So far, the total raised was \$183,000.00, more than halfway toward the \$300,000.00 goal by the end of 2021. The first bond payments would not be due until 2022. The Library Board had approved \$25,000.00 to help with the fundraising efforts and only \$8,700.00 had been spent. Director Fleming and Amy will be giving a presentation to the Rotary Club and are hoping that may bring in a big donation for the Library renovation.

Currently the City has been working on tightening up the contract language for the Library renovation project. They are also waiting for the permit from the Planning Board. The library staff got everything that needed to be moved out of the Library done by mid-January.

Next, Director Fleming talked about the Library/Municipal relationship, especially as it pertained to the Library budget. He explained that they were not going through the budget process correctly in several different ways. One example is that fees and fines are supposed to be shown in the budget. Also, the City Manager should not be in the position to cut the Library's budget, as has been done in the past. The budget can be cut, but most likely by the City Council. Director Fleming pointed out that the Library employees were not Municipal employees. He felt that this issue should be examined so that things are done in a proper way and suggested an ad-hoc committee be formed to investigate the situation.

Chair Oscadal agreed with Director Fleming and felt it was worth looking into. Mr. Taylor said there could be logistical issues as far as getting these things into the City's budget which would require some coordination with the City's Finance Office.

Director Fleming told the Board that Susan Desrosiers and Stephen Taylor's Library Board terms were up and that elections would be taking place in March. Ms. Desrosiers responded to let the Board know she would not be running again for her position on the Board. Board members spoke up and thanked Ms. Desrosiers for her dedication to the Library Board and all that she had done for them over the years.

Director Fleming let the Board know that they still need a representative to the Library Foundation. The workload has lessened over time. They are still fundraising, but the pace has become much less.

B. Deputy Director's Report: Deputy Director Lappin thanked Ms. Desrosiers for her time on the Board. She gave an update on the search for a new IT Librarian. The closing date for applications is February 6, 2021. So far, they have received 16 or 17 resumes, with 10 meeting the minimum standards. She believed there were some promising candidates that have applied.

The Library staff have moved some of the resources from the Lebanon Library to the Kilton Library. They moved the Teen room at Kilton into a different section and made that space into the Lebanon Library, temporarily. The staff will continue to order items for both Libraries while they are in the same building. Contactless pick up is still at both Libraries. They are hoping to continue that for as long as they can.

Trivia night and teen night remains popular. Teen night has been coordinated with other libraries so that has been very successful.

C. Reopening Discussion and Vote: Director Fleming reported that he performed a survey with the Lebanon Library Employees as a Google Poll about re-opening the Libraries to the public and the response was that most staff members would like to wait until the Covid-19 vaccine was available to the staff members. Director Fleming gave an overview of the statistics on Covid-19. He also let the Board know that a Library staff member had Covid-19.

Chair Oscadal believed that there were still a few months to go before the Libraries would be able re-open to the public. He agreed with the staff about waiting for the Covid-19 vaccine to become available to them before the Libraries should be re-opened to the public. Currently the Libraries are closed until the Trustees vote to re-open them to the public.

Ms. Desrosiers would like the Board to keep re-visiting this issue in the future. Ms. Sharfstein agreed with Ms. Desrosiers and felt that when the weather gets warmer the Library should offer the outside Tech Lab again. Ms. Barrett agreed with re-visiting this issue again in the future and was OK with the Library services staying as is for now.

Deputy Director Lappin said that she believed that when the weather does get better the staff would like to do the outside Tech Lab again. Director Fleming said he just wanted to make it clear that the staff wanted to wait to re-open when the Covid-19 vaccine was made available, not when they had received the vaccine since some staff may not want to get the vaccine.

Ms. Wunsch believed the re-opening of the Libraries should be discussed every month. Chair Oscadal agreed and said they could take this issue up monthly. For now, they will leave things as they are with the Libraries operations. They will only have a vote on the re-opening of the Libraries to the public if there was a decision made to change things.

7. ADJOURNMENT:

***A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:11 PM.
The MOTION was seconded by Ms. Valiante.***

Roll Call Vote:

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma Wunsch, and Laura Barrett all voting Yea.
None voted Nay.**

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

Respectfully submitted,
Barbara Higgins
Recording Secretary