FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
November 26, 2024
7:00 PM

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

2. Open to the Public

None at this time.

3. Approval of Minutes
A. Approve the October 29, 2024, minutes

Mr. Damren MOVED to accept the meeting minutes of October 29, 2024, as amended. Seconded by Ms. Rheinlander.

Amendments:
Page 1, Line 14: Change to "right of first refusal."

Page 1, Line 19: Change "issues," to "issue."

****Vote on the MOTION passed (6-0-0).***

4. New Business
A. Approve the Treasurer's Report

Ms. Dunn reviewed the Treasurer's Report. She explained that she met with Mascoma Bank regarding updating the Library's accounts in order to earn additional interest.

Mr. Swan joined the meeting at 7:05pm.

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

B. Approve change of purpose for $2,500 of foundation funds

Director Fleming explained that the Foundation gave $5,000 for the Parent's Nook at the Lebanon Library. The Youth Services Librarian found that she does not need all the funds for this purpose and the Foundation has agreed to allow $2,500 of the donated funds to be repurposed. The intention is to use the funds to make an existing room a recording studio for the Library.

Mr. Swan MOVED to approve the repurposing of funds as presented. Seconded by Ms. Wunsch.
****Vote on the MOTION passed (7-0-0).***

C. Approve library closure for training

Deputy Director Lappin explained that the request is to close the Library for a half day on March 10, 2025, tentatively, in order to allow all staff to attend a training. Additionally, it would be nice to be able to plan at least one half day training each year, if possible.

Mr. Damren MOVED to approve up to two days of half day staff trainings per year. Seconded by Ms. Rheinlander.
****Vote on the MOTION passed (7-0-0).***

D. Review Investment Policy

Ms. Dunn reviewed the Library's Investment Policy.

Ms. Dunn MOVED to approve the Investment Policy as written. Seconded by Mr. Damren.
****Vote on the MOTION passed (7-0-0).***

5. Committee Reports

None at this time.

6. Other Business

A. Attorney memo on trustee/city relationship

Director Fleming stated that he reached out to an attorney after receiving the permission of the Board to help to determine the Library Trustees' relationship with the City in terms of the rights and responsibilities of the Library facilities. The City Manager has asserted some rights in the City Code that seem to be in conflict with statutes and other parts of the City Code. The attorney issued an opinion on this item which was submitted to the Board for review.

B. Library Director's Report

Director Fleming explained that there was success in raising $50,000 for the AV system in the Community Room. There were 40 or 50 individuals and organizations that contributed to obtain the match. He noted that on December 4th there will be a City Council meeting during which public comment on the budget will be accepted. He encouraged Trustee representation to speak on behalf of the Library's proposed budget. There was discussion regarding how to lay out the facts for the budget without crossing the line into advocacy.

Director Fleming explained that he reached out to Mascoma Bank regarding Library Staff using the parking lot across the street. It has at least 50 spaces and there could be some availability for staff parking. He is waiting to hear back.

Director Fleming stated that Staff has been dealing with certain difficult patrons and situations lately. He asked how the Trustees would like to be told about these issues. The Board discussed how best and often to hear about concerns. There was also discussion regarding updating job descriptions to more accurately reflect what may occur during an employee's day.

The Board agreed not to meet in December.

C. Deputy Library Director's Report

Deputy Director Lappin stated that a legal database has been given to the Library by the New Hampshire State Law Library which is ready to be rolled out to the public.

There was discussion regarding hybrid meetings and making sure someone watches the chat room to see if there are parties interested in speaking.

Deputy Director Lappin stated that the Library Technical Assistant, Beatrice Couser, was recognized at the NH Library Association Small Business meeting. She has been named an emerging leader and will receive special professional development opportunities.

6. Future Agenda Items

As discussed during the meeting.

It was noted that the Trustees are working on the Library Director's evaluation form.

7. ADJOURNMENT:

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

The meeting was adjourned at 8:34 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary