FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Conference Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
January 28, 2025
7:00 PM

MEMBERS PRESENT:	**Francis Oscadal (Chair); Renee Dunn; Jeff Damren; Ann Sharfstein; Morgan Swan; Emma Wunsch; Leonee Derr (alternate)**
MEMBERS ABSENT:	**Ellen Hubbell (alternate); Kim Rheinlander**
STAFF PRESENT:	**Sean Fleming (Library Director); Amy Lappin (Deputy Director) (remote)**

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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. Public hearing to accept $50,000 gift from the Lebanon Public Libraries Foundation

A. Vote to accept funds for the Kilton Library Community Room AV Project

Mr. Swan MOVED to accept $50,000 **from the Lebanon Public Libraries Foundation.**
Seconded by Ms. Wunsch.
****Vote on the MOTION passed (7-0-0).***

3. Open to the Public

None at this time.

4. Approval of Minutes

A. Approve the November 26, 2024, minutes

Ms. Sharfstein MOVED to accept the meeting minutes of November 26, 2024, as amended.
Seconded by Mr. Damren.

Amendments:
Page 1, Line 12: Change "Mr. Swan," to "Mr. Damren"
Page 3, Line 111: Change "City Manager's" to "Library Director's"

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

5. New Business

A. Approve the Treasurer's Report

Ms. Dunn reviewed the Treasurer's Report. The Library ended the year $35,000 under budget. It had been indicated to the City Manager that the Library will be able to contribute $15,000 to the heat pump project. The additional excess funds will likely go back to the City. Director Fleming stated that the Library could consider asking to keep some of the funding. There was agreement to make the request.

Ms. Dunn stated that the city approved the 2025 budget at approximately an 8% increase. This will still lead to approximately $113,000 in cuts for the Library. The cuts will mostly be coming from wages, but also from the electricity, Wi-Fi hotspots, and furniture replacements lines.

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

B. 2025 City and Special Funds Budget Discussion

Director Fleming explained that there looks to be a lot more income than expenses in 2025. This is mostly due to the fact that costs for the recently accepted AV system were in late 2024. The Library received a $50,000 gift for the AV system from the Foundation in January. Also, there was a local nonprofit that dissolved and gave approximately $10,000 to the Foundation. The nonprofit would like for this money to fund the hygiene kits that the Library provides. This funding is to be spread over ten years. The budget for outreach also increased.

Ms. Derr MOVED to accept investing the $10,000. Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

Director Fleming explained that the Special Funds budget comes from fees and Foundation funds. There is also funding that comes from the Trustee of the Trust Funds. The Library has no control over this funding but does benefit from it.

There was discussion regarding the budget for Staff travel and development.

C. Approve the updated holiday designations in the Library Appendix to the City Handbook

The Board reviewed the list of updated holiday designations.

Ms. Sharfstein MOVED to accept the list of holidays as presented. Seconded by Ms. Wunsch.
****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 the filing period for Trustees and all municipal positions began this morning and runs through Tuesday, February 11th at 5:00 PM. He noted that the Library Foundation had a good year last year. The new AV system is working well. He explained that he spoke to a representative at Mascoma Bank and came to an agreement regarding the ability for staff to park in the Bank's parking lot at certain days/times. He asked if parking at the Bank for staff should be mandatory or optional. The Board agreed that it should be presented as an opportunity to staff, with frequent reminders.

B. Deputy Library Director's Report

The Board reviewed the Deputy Library Director's report.

C. Strategic Planning Update

The Board reviewed the Strategic Plan.

8. Future Agenda Items

As discussed during the meeting, and with a suggestion to consider revisiting accepting money from the casino.

Mr. Swan noted that he would be stepping down from the Board.

Ms. Derr noted that she would like to receive emails through the Lebanon Library email address, instead of through her personal address.

9. Non-Public Session

Ms. Wunsch MOVED to enter Non-Public Session at 8:17PM. Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

The Board reentered Open Session at 8:53PM.

Ms. Wunsch MOVED to seal the meeting minutes of the Non-Public Session. Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

The Board discussed the open alternate position on the Board and the two interested candidates. There will likely be another alternate position open come March. There was agreement to ask both candidates to fill out the paperwork at this time.

10. 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 8:57 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary