FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Conference Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
February 25, 2025
7:00 PM

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

Ms. Derr sat as a voting member.

2. Public Hearing

A. Public hearing to accept a $30,000 gift from the Lebanon Public Libraries Foundation for books and other circulating materials

Mr. Swan MOVED to accept $30,000 **from the Lebanon Public Libraries Foundation.**
Seconded by Mr. Damren.
****Vote on the MOTION passed (6-0-0).***

3. Open to the Public

None at this time.

4. Approval of Minutes

A. Approve the January 28, 2025, minutes

Ms. Rheinlander MOVED to accept the meeting minutes of January 28, 2025, as amended.
Seconded by Ms. Dunn.

Amendments:
Page 2, Line 72: Change to "None at this time."

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

5. New Business

A. Approve the Treasurer's Report

Ms. Dunn reviewed the Treasurer's Report. The balance sheet reflects the $50,000 which was received related to the AV projects. The high yield savings account is earning approximately $300-$400 per month.

Director Fleming noted that the City Manager has agreed to allow the Library to retain an additional $5,000 of the surplus budget above the $15,000.

Mr. Damren MOVED to accept the Treasurer's Report. Seconded by Mr. Swan.
****Vote on the MOTION passed (6-0-0).***

B. Update the Library Appendix to the City Handbook

Director Fleming explained that the proposed amendment deals with if the Library closes early or for the day, that all employees should be paid for the time scheduled. This is in alignment with HR's recommendation.

Mr. Damren MOVED to approve the updated Library Appendix to the City Handbook. Seconded by Ms. Rheinlander.
****Vote on the MOTION passed (6-0-0).***

6. Committee Reports

None at this time.

7. Other Business

A. Library Director's Report

Director Fleming noted that there is an election on March 11th and a Trustee officer election that will occur afterwards. Staff created a Sustainability Committee, and the group created a list that can be prioritized. He explained that he has been working on asset management for the Library. The City recently updated its Asset Management Policy which the Library is likely governed by. Chair Oscadal stated that he would like the Board to review the Asset Management Policy before considering this further.

B. Deputy Library Director's Report

Deputy Director Lappin stated that a new clerk is being hired. The Library will be closed for a half day on March 10th for a staff training. She suggested people counters for a performance indicator. The quote received for these was approximately $6,000. She stated that the information provided from the counters could be used to support the budget. This will also help tell staff if everyone who has entered the building subsequently exited. The ongoing hosting cost is approximately $1,000/year. She noted that she is looking into additional information on a future potential diversity audit.

C. 2025 staff development and travel budget update

There was discussion regarding the Library's travel budget and how estimates are made regarding travel budgeting for the year. Chair Oscadal asked if there is a hierarchy of reasons as to why someone can travel for conferences and how this is approved. Deputy Director Lappin stated that there luckily have not been any issues with this thus far, but it would be a good idea to put limits on national conferences. There was discussion regarding creating incentives and guidelines as to who preference will be given to.

Deputy Director Lappin stated that the originally requested budget for travel and dues was approximately $36,000. This budget has recently been reduced to approximately $16,000.

D. Casino funding

Chair Oscadal explained that the Trustees could consider receiving charitable donations from the casino. The Foundation would then have to decide to move forward with it. During a previous proposal on this topic, the Foundation decided it was not in favor of this proposal, as it may negatively impact other fundraising opportunities and may not meet the mission of the Library. The Board agreed to have additional discussion on this topic at a future meeting.

8. Future Agenda Items

As discussed during the meeting, including casino funding, travel budget, performance, collection audit, and incident reports.

9. Non-Public Session

The Board agreed to table the Non-Public Session to a future meeting.

10. Adjournment:

Mr. Swan MOVED to adjourn the meeting. Seconded by Ms. Derr.
****Vote on the MOTION passed (6-0-0).***

The meeting was adjourned at 7:58 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary