FINAL

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

MEMBERS PRESENT:	**Francis Oscadal (Chair); Ellen Hubbell; Ann Sharfstein; Emma Wunsch; Renee Dunn; Jeff Damren; Leonee Derr (alternate); Kim Rheinlander; Adam Ali (future alternate); Samantha Milnes (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. Acceptance of Gifts

A. Approve acceptance of a $2,000 gift for programming and a $1,000 gift for necessities for people in need

Ms. Sharfstein MOVED to accept the $2,000 gift for programming and a $1,000 gift for necessities for people in need. Seconded by Mr. Damren.
****Vote on the MOTION passed (7-0-0).***

4. Approval of Minutes

A. Approve the February 25, 2025, minutes

Mr. Damren MOVED to accept the meeting minutes of February 25, 2025, as amended. Seconded by Ms. Rheinlander.

Amendments:
Page 2, Line 35: Change to "$100" to "$300-$400"

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

5. New Business

A. Approve the Treasurer's Report

Ms. Dunn reviewed the Treasurer's Report. She noted that certain budget line items are higher at this point, such as capital improvement items. There was approximately $1,500 extra toward capital improvements and $1,600 toward office supplies. Also, $30,000 was received from the Trustees from the annual appeal.

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

B. Officer elections

Mr. Damren MOVED to nominate Fran Oscadal as Chair; Renee Dunn as Treasurer; and Ann Sharfstein as Secretary of the Library Board of Trustees. Seconded by Ms. Hubbell.
****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 stated that the City manager has resigned. His last day will be May 30th. Director Fleming noted that there are many bills in the legislature regarding libraries this year that everyone should be paying attention to.

The Board discussed that it would respond to a complaint from Mr. Jeffrey Halpin and copy City Manager Mulholland.

B. Deputy Library Director's Report

Deputy Director Lappin presented her report.

C. Diversity audit update

Deputy Director Lappin stated that she has been looking into a diversity audit. There was agreement to move forward with an ALA audit. This comes without a cost to the Library.

D. Casino funds discussion

It was noted that the Foundation is open to learning more about this item and further considering it. The Foundation will not hold up the Trustees if it would like to explore this option further. Five of the seven Trustees were interested in asking the Foundation to investigate this item.

E. Asset management policy

Staff agreed to draft an Asset Management Policy for further review at a future meeting.

F. Professional Development Policy approval

The Board reviewed the Professional Development Policy.

Ms. Wunsch MOVED to approve the Professional Development Policy, as amended. Seconded by Ms. Sharfstein.
****Vote on the MOTION passed (7-0-0).***

8. Future Agenda Items

Ms. Derr noted that the write-up of incident reports should be non-biased without adjectives. Deputy Director Lappin stated that this was expressed to Staff.

Mr. Damren stated that he would like to see a staff organizational chart for the Library, along with a list of performance indicators for the Library.

9. Non-Public Session

A. Non-Public Session in accordance with the provisions of RSA 91- A:3, II(a) "The dismissal, promotion, or compensation of any public employee..."

Mr. Damren MOVED to enter Non-Public Session at 8:30PM in accordance with the provisions of RSA 91- A:3, II(a) "The dismissal, promotion, or compensation of any public employee..." Seconded by Ms. Derr.
****Vote on the MOTION passed (7-0-0).***

The Board resumed Open Session at 8:58PM.

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

10. Adjournment:

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

The meeting was adjourned at 8:59 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary