FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Conference Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
April 22, 2025
7:00 PM

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

2. Acceptance of Gifts

Ms. Sharfstein MOVED to accept the $2,000 gift for the seed library. Seconded by Mr. Damren.
****Vote on the MOTION passed (7-0-0).***

3. Open to the Public

None at this time.

4. Approval of Minutes
A. Approve the March 25, 2025, minutes

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

Amendments:
Page 3, Line 88: Change to "erite-up" to "write-up"
Page 3, Line 98: Change "Mr. Swan" to "Mr. Damren"

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

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

Ms. Dunn stated that there is no change in the balance from last month. An updated expense report is likely needed. The City budget is on schedule. Director Fleming noted that the Special Fund budget is over $200,000.

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

B. City of Lebanon unionization drive

Director Fleming explained that City Manager Mulholland recently met with Department Heads regarding unionization. There will likely be three unions formed within American Federation of State and Municipal Employees (AFSME). This will affect the Board's ability to govern the Library positions within the bargaining unit. If the Board has the ability and would like Library employees to be excluded from the unions, the due dates are May 2nd and 6th for two of the bargaining units.

Chair Oscadal stated that City Manager Mulholland explained that the City will continue to work collaboratively with the Library Board of Trustees to ensure that provisions are added to applicable collective bargaining agreements that are consistent with current benefits for Library personnel. The proposed unionization could also impact Library policies.

The Board decided not to take any action on this item at this time.

C. Bulletin board policy update

The Board discussed a proposed Bulletin Board Policy update. Director Fleming explained that a flyer advertising for an event at a local church was recently removed from one of the bulletin boards, as a staff member believed that nothing of a religious nature should be posted. The current policy language allows for any staff member to remove any posting for any reason, which could lead to a lawsuit if challenged.

There was consensus on the Board to remove the community bulletin boards while retaining the City municipal information board. In doing so, the policy will also be revised.

D. Asset management policy update

The Board reviewed the draft Asset Management Policy. There was agreement that the draft would continue to be worked on and brought back to a future meeting.

6. Committee Reports

A. Focus of foundation fundraising

Director Fleming explained that there is a Memorandum of Understanding between the Trustees and the Foundation which states that the Trustees set the goals for fundraising, though the Board should listen in input from the Foundation Directors as well.

There was agreement that staff should be polled regarding the list of priorities in order to determine if the ranking for the projects has changed.

7. Other Business

A Library Director's Report

Director Fleming stated that City Manager Mulholland is recommending that a City Councilor liaison be established for the Library Board. He will request additional information.

Director Fleming asked about expanding the community garden beds. There are currently 20 people on the waiting list for these. The beds could likely be expanded by an additional five fairly easily. The Board agreed with the proposal.

Director Fleming explained that the Board previously authorized a $20,000 expenditure for Library HVAC controls at Kilton. The company signed the contract in May and said the work was completed in December, but it was not fully done. He has met a number of times with their representative and they continue to work on it. The $15,000 expense will come due eventually.

Director Fleming explained that there is a proposal to remove physical addresses from the ILS, which is the system that tracks patrons. The management team has approved this proposal. One reason for this proposal is due to a bill which is making its way through the House, on its way to the Senate, which has to do with parents or guardians having access to their children's records. The bill states that, if an adult is at the same address as the child, the parent can have access to the child's records. If the Library does not store that information, it will not be able to provide it.

Director Fleming noted that the Board's existing Ethics Policy points back to the City Manager and the Board may wish to review this and consider its own policy. The Board agreed to consider this and take it up again at the next meeting.

Director Fleming suggested a new policy regarding how staff should respond to law enforcement requests for Library records. He stated that he will draft a policy for the Board's review at the next meeting.

Director Fleming stated that the Board should determine if it would like to propose to fill the existing Systems Librarian position which was cut from the 2025 budget.

B. Deputy Library Director's Report

Deputy Director Lappin explained that the Library has hired two new Library clerks.

C. Casino funding update

It was noted that this subject was broached with the Foundation Board and the majority were interested in moving ahead. Director Fleming received an application from the Casino. Certain days will be dedicated to different charities and on those days a certain amount of the proceeds would come to the Library. Part of the application is a request that the Library allow for use of its email list in order for the Casino to advertise, which is against Library policy. The Library could apply and not allow for access to its email list.

Ms. Sharfstein MOVED to fill out the application for the Casino, noting on the application that the Library has a policy that it does not give out donor information. Seconded by Ms. Rheinlander.
****Vote on the MOTION passed (5-2-0).***

8. Future Agenda Items

As discussed during the meeting.

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 8:22PM in accordance with the provisions of RSA 91- A:3, II(a) "The dismissal, promotion, or compensation of any public employee..." and to not return to Open Session. Seconded by Ms. Wunsch.
****Vote on the MOTION passed (7-0-0).***

Respectfully submitted,
Kristan Patenaude
Recording Secretary