

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
May 27, 2025
7:00 PM**

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

MEMBERS ABSENT: Adam Ali (alternate)

STAFF PRESENT: Sean Fleming (Library Director); Amy Lappin (Deputy Director)

1. CALL TO ORDER – Chair Oscadal called the meeting to order at 7:00 PM

2. Open to the Public

None at this time.

3. Approval of Minutes

A. Approve the April 22, 2025, minutes

Mr. Damren MOVED to accept the meeting minutes of April 22, 2025, as amended. Seconded by Ms. Sharfstein.

Amendments:

Page 3, Line 89: Add “HVAC” in front of “controls.”

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

4. New Business

A. Approve the Treasurer's Report

Ms. Dunn presented the Treasurer’s Report. She stated that there appears to be a \$2,800 increase in the checking account on the balance sheet. The interest on the savings account does not seem to be recorded. Director Fleming stated that he would look into this.

Director Fleming explained that the City Council asked the City Manager to have departments consider a few budget options to present. The City Council has requested a low budget of 3.5% for the tax rate increase. The middle and top budget numbers are not yet known. The cuts are not generally evenly distributed between departments. Members of the management team will be asked about any potential initiatives for this year. These suggestions will then be brought to the Board. He noted that a \$100,000 roof project for the Lebanon Library was submitted as a 2026 budget request. Also, the City Manager has decided to retain the Library’s surplus budget for the

City, instead of allowing it to be kept by the Library. However, the Library is also receiving a \$6,400 check from NHSaves for the LED lighting project completed at Kilton. This was an \$8,000 project which was 80% funded by NHSaves. Regarding the IT Librarian's salary, there is a request for a pay increase based on additional work being completed. A draft job description has been submitted to HR which would incorporate the additional Systems Librarian duties. This will come back to the Board at a future meeting.

Ms. Hubbell MOVED to accept the Treasurer's Report, as presented. Seconded by Ms. Sharfstein.

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

5. Foundation Report

Ms. Dunn stated that the Foundation discussed asking for funds from the Casino and agreed to complete the application. Director Fleming explained that the next step is that the Casino has a selection committee and will let the Library know its status at some point.

Ms. Dunn stated that the Foundation also discussed the investment allocation of the public portfolio and approved a new asset allocation. Also, the Foundation is looking for areas in which to direct its fundraising efforts. Director Fleming explained that a list of projects is being drafted.

6. Other Business

A. Bulletin board and ethics policy updates

Director Fleming explained that at the last meeting, the Board asked that a new policy be drafted which would eliminate the bulletin boards for the public. Staff does not want to go in that direction and would like to retain those bulletin boards. They feel that these area good service to the community. A new draft policy with these changes will be presented at the next Board meeting. The draft was reviewed by an attorney.

Director Fleming asked if the Board would like a separate Ethics Policy to be drafted. The Board agreed that there is no need for a separate policy from that of the City.

B Library Director's Report

Director Fleming stated that the people counters have been installed at both buildings. The Board will receive traffic counts and other data at future meetings. In addition to updating the IT Librarian job description, there are also small changes proposed to the Outreach & Programming Librarian, the Library Administrative Technical Assistant, and the Deputy Director positions. He asked about the City Council liaison for this Board. It was noted that this is still in process.

C. Deputy Library Director's Report

Deputy Director Lappin explained that Staff is looking to close the Library for a second morning this year for an implicit bias training in October. She stated that she has been discussing with the Library Clerks their labor grade and classification. The current rate is \$18.37-\$27.37 per hour for

the Clerk classification. She suggested that she and Director Fleming draft a proposal for this item. Deputy Director Lappin noted that Summer Reading starts on June 13th.

7. Future Agenda Items

As discussed during the meeting.

8. Adjourn

Ms. Hubbell MOVED to adjourn at 7:52PM. Seconded by Ms. Rheinlander.

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

Respectfully submitted,
Kristan Patenaude
Recording Secretary