

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
June 24, 2025
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Ellen Hubbell; Ann Sharfstein; Emma Wunsch; Renee Dunn; Jeff Damren; Samantha Milnes (alternate); Adam Ali (alternate)

MEMBERS ABSENT: Leonee Derr (alternate); Kim Rheinlander

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

Samantha Milnes sat as a voting member.

2. Open to the Public

None at this time.

3. Approval of Minutes

A. Approve the May 27, 2025, minutes

Ms. Sharfstein MOVED to accept the meeting minutes of May 27, 2025, as presented.

Seconded by Ms. Hubbell.

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

4. New Business

A. Approve the Treasurer's Report

Ms. Dunn reviewed the Treasurer's Report. She noted that there have been large increases regarding repairs and maintenance in the last couple of months that she will continue to keep the Board informed of. The LED project at Kilton costs approximately \$8,000 and the City was expected to reimburse \$6,000 of that. However, Franklin Energy has stated that federal funding cuts from the current administration has led to less reimbursable funds for the project. The roof repair projects are projected to cost approximately \$100,000 and the Board previously discussed hiring a grant writer or having the Foundation fundraise for the project, but the City found \$79,000 in residual CIP money which will be used toward this project. Director Fleming noted that the intention is still to request \$100,000 through the Capital Improvement Project process while also seeking grant funding.

Ms. Dunn noted that the Library was going to stop using City funds for purchasing books and that future expenditures for books will come from funding from the Foundation. The Trustees

currently have approximately \$200,000 between checking and savings accounts, but there will be an outflow of approximately \$40,000 for these book purchases. The savings account has approximately \$167,000 and is earning approximately \$7,000 a year in interest. The Foundation has approximately \$300,000 in its accounts. The Trustees may want to consider how much funding it wants to keep in reserve versus dedicate to certain projects or raises for employees.

Chair Oscadal noted that the Library buildings are City property and asked why certain expenses are not being paid for by the City. Director Flemin stated that the Library could also consider seeking Historic Preservation funds for certain projects.

Adam Ali joined the meeting remotely at 7:15pm and sat as a voting member.

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

****Vote on the MOTION passed by roll call: Oscadal – aye; Hubbell – aye; Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (7-0-0).***

5. Other Business

- A. Review and adopt the law enforcement requests policy, review updates to the Programs Policy and Bulletin Board Policy

The Board reviewed the policies. Director Fleming explained that the Law Enforcement Requests Policy deals with concerns that have come about regarding ICE. The updates to the Programs Policy allow the Outreach Librarian the ability to speak to outside groups about storing things at the Library. The attorney reviewed the Bulletin Board Policy and agreed that responsible management by Staff would be appropriate.

Ms. Hubbell MOVED to approve the Law Enforcement Requests Policy as presented. Seconded by Ms. Sharfstein.

****Vote on the MOTION passed by roll call: Oscadal – aye; Hubbell – aye; Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (7-0-0).***

Ms. Dunn MOVED to approve the revised Program Policy, as amended. Seconded by Ms. Hubbell.

****Vote on the MOTION passed by roll call: Oscadal – aye; Hubbell – aye; Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (7-0-0).***

Jeff Damren joined the meeting at 7:30pm.

Ms. Sharfstein MOVED to approve the revised Bulletin Board Policy, as amended. Seconded by Ms. Hubbell.

****Vote on the MOTION passed by roll call: Oscadal – aye; Darman – aye; Hubbell – aye; Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).***

- B. Update job descriptions

The Board reviewed the updated job descriptions for the IT Librarian, Librarian Administrative Technical Assistant, Outreach & Programming Librarian, Deputy Library Director and Library Director positions.

Director Fleming stated that the 2026 budget is looking better than originally expected. The Board may want to reconsider requesting the System Librarian position.

Chair Oscadal asked for Staff to bring back revised IT and Systems job descriptions. If the Systems Librarian position is not reinstated, the combined job description can be used, but if the position is reinstated, the two separate descriptions will need to be considered.

Mr. Damren MOVED to accept the job descriptions, aside from the IT Librarian description, with revisions, as discussed. Seconded by Ms. Dunn.

****Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye; Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).***

C. Update to the 2025 Ideas for Fundraising Projects

There was agreement to form an ad hoc committee with Board, Staff, and Foundation members to brainstorm further on this item.

D. Library Director's Report

Director Fleming discussed remote work options for Staff. He reviewed the proposed work that will be done in West Lebanon along Main Street and its potential impacts on the Library. Regarding incident reports, there were four trespass letters issued in the last month. Also, an anonymous complaint regarding things that may be occurring at the Library was sent to the Mayor. Staff is planning to change how the community gardens are made accessible to the public, as there is a huge wait list currently. A lottery system will be employed.

E. Deputy Library Director's Report

Deputy Director Lappin stated that 704 people have signed up for the Summer Reading program so far. The Library is partnering with the NH Food Bank again to distribute meals to people. There is a new scheduling module for Staff.

6. Future Agenda Items

As discussed during the meeting.

7. Non-Public Session

A. N.H. Rev. Stat. § 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

**Mr. Damren MOVED to enter into Non-Public Session at 8:40PM. Seconded by Ms. Dunn.
*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;
Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

**Ms. Hubbell MOVED to exit Non-Public Session at 9:05PM. Seconded by Mr. Damren.
*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;
Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

**Ms. Hubbell MOVED to seal the Non-Public Session meeting minutes. Seconded by Mr. Damren.
*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;
Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

8. Adjourn

**Ms. Wunsch MOVED to adjourn at 9:10PM. Seconded by Ms. Sharfstein.
*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;
Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

Respectfully submitted,
Kristan Patenaude
Recording Secretary