

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
July 22, 2025
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Ellen Hubbell; Kim Rheinlander; Ann Sharfstein; Emma Wunsch; Adam Ali (alternate) Leonee Derr (alternate)

MEMBERS ABSENT: Renee Dunn; Jeff Damren; Samantha Milnes (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 June 24, 2025, minutes

Ms. Sharfstein MOVED to accept the meeting minutes of June 24, 2025, as presented. Seconded by Ms. Hubbell.

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

4. New Business

A. Approve the Treasurer's Report

The Board tabled the Treasurer's Report, as Treasurer Renee Dunn was not present for the meeting.

B. Approve the updated IT Librarian job description

Library Administration, having worked with the Library Management team to discuss how to best proceed forward to fill a vacant position, merged the IT Librarian and Systems Librarian job descriptions.

Ms. Wunsch MOVED to approve the updated IT Librarian job description. Seconded by Ms. Sharfstein.

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

C. Approve the 2026 budget

Staff and the Board discussed filling another IT Librarian position to replace the vacant Systems Librarian position. It was proposed to move temporary employees up through their wage range tied to seniority and experience. Cutting evening hours Monday through Thursday after 6 pm at the Lebanon Library was discussed, as it would save approximately \$25,000 in the budget. The Assistant Youth Services Librarian position will soon be vacant as the incumbent has resigned, and Library Administration advocated to keep it as a 25-hour position.

Ms. Wunsch MOVED to approve the 2026 budget as presented. Seconded by Ms. Sharfstein. *Vote on the MOTION passed (7-0-0).

D. Investment Policy Review

The Board tabled the draft Investment Policy, as Treasurer Renee Dunn was not present for the meeting.

5. Committee Reports

A. Foundation Update

The Board heard an update regarding the Foundation. There is a new Director candidate interested in joining the Board. In recent months, the Foundation has had one Director choose to not run again and go off the Board, and another who is unable to attend meetings at this time.

6. Other Business

A. Library Director's Report

Director Fleming presented his report. A new Staff Privacy guidelines and updated Trespass policy will come to the Board in September, after the Library Management team has time to review them. Four employees have been subpoenaed to testify in court about individuals who have been arrested in connection with incidents at the Library. It was suggested that support be given to the affected Staff members, as testifying can be a stressful situation. An update to the non-resident fees will come before the Board in September. Ongoing damage to the plaster wall in the front section of Lebanon Library was discussed, and the Board was informed of the closure of Kilton Library on Friday of this week due to a water shut off. The Board decided to cancel their August meeting and push their September Board meeting out by a week due to a holiday conflict on the regularly scheduled date.

B. Deputy Library Director's Report

Deputy Director Lappin presenter her report. Summer reading numbers are much higher than they have been in the past, due in part to the Youth Services team doing a lot of outreach at the schools.

7. Future Agenda Items

As discussed during the meeting.

8. Adjourn

***Ms. Wunsch MOVED to adjourn at 7:56PM. Seconded by Ms. Sharfstein.
*Vote on the MOTION passed (7-0-0).***

Respectfully submitted,
Kristan Patenaude
Recording Secretary