

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
September 30, 2025
7:00 PM**

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

MEMBERS ABSENT: Kim Rheinlander; Adam Ali (alternate); Leonee Derr (alternate)

STAFF PRESENT: Sean Fleming (Library Director)

STAFF ABSENT: 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 July 22, 2025, minutes

Ms. Sharfstein MOVED to accept the meeting minutes of July 22, 2025, as amended.

Seconded by Ms. Dunn.

**Vote on the MOTION passed (4-0-0).*

Amendments:

Page 2, Line 36: Change to “Assistant Youth Services Librarian”

Page 2, Line 57: Change to “Staff Privacy guidelines”

4. New Business

A. Approve the Treasurer's Report

Ms. Dunn reviewed some of the large expenses in the report. The largest expense in August was \$67,000 paid for the heat pump replacement project. Also \$5,000 income was received and deposited in August. For the City budget side, the Library is 2/3 through the fiscal year and under budget at 64.7%. All budget items look to be in line, and the year-end projection shows a surplus estimate at this time.

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

**Vote on the MOTION passed (4-0-0).*

B. Investment Policy review

Ms. Dunn reviewed the Investment Policy. As required by law, this policy will be reviewed annually. The Board of Trustees will meet to review their portfolio at least twice a year. As part of their review, the Trustees will discuss the investment objective, asset allocation and performance, diversification, and general compliance guidelines. She stated that the holdings of the Board of Trustees have been managed in accordance with the Investment Policy. The asset allocation is 100% in cash in fully insured accounts.

Ms. Wunsch MOVED to accept the Investment Policy, as presented. Seconded by Ms. Sharfstein.

****Vote on the MOTION passed (4-0-0).***

C. Staff privacy and Trespass guidelines

Director Fleming explained that the Staff privacy guideline document was reviewed by the management team after concerns regarding privacy and safety. The Board reviewed the language.

Ms. Hubbell entered the meeting at 7:20pm.

The Board tabled discussion on the rest of the item to later in the meeting.

5. Committee Reports

A. Foundation Update on new members and projects to fund

Director Fleming explained that there are two new Foundation members. Ms. Dunn explained that Director Fleming and Deputy Director Lappin put together a list of potential projects, and a subcommittee reviewed those options. There was interest in the children's room and an outdoor story time space. It was decided to package these two items together into a Children's Services upgrade project. This was estimated at \$50,000 and seems to be an appropriate project for the Foundation to work on. This is proposed to include a children's museum/interactive space, including a raised platform for performers.

6. Other Business

A. NH legislation pertaining to libraries

Director Fleming explained that a DEI statute was passed but is on hold with the courts currently. A House bill was passed which pertains to parental rights to children's information for libraries. This takes effect on January 1st. The State librarians are working to issue a memo. The Manchester City Library also has some legal advice available and will be drafting a policy to share. With the removal of addresses from patron records, it will be more difficult for people to ask for this information. There will be more materials to review about this at the Board's next meeting.

B. 2026 Library budget update

Director Fleming stated that he added \$5,000 to the electricity line item, due to potential future increases in rates.

C. Proposal to increase non-resident fees

Director Fleming explained that this fee has been gradually increasing over the years and is currently at \$100. The basic fee is proposed to increase to \$150, and other non-resident fees would also increase by a bit.

Jeff Damren entered the meeting at 7:40pm.

Ms. Sharfstein MOVED to increase non-resident fees as presented, effective January 1, 2025. Seconded by Ms. Dunn.

****Vote on the MOTION passed (5-0-1).***

4. New Business

C. Staff privacy and Trespass guidelines – *The Board took up this item at this time.*

The Board discussed the Trespass guidelines. Director Fleming explained that these are not proposed to be made public, unless the Board would like for them to be an addendum to the policy. Mr. Damren stated that he would like to see this as an addendum.

The Board discussed potential changes to the guideline language and agreed to continue the discussion at a future meeting.

Samantha Milnes joined the meeting at 7:53pm.

D. Library Director's Report

Director Flemin explained that the Police Department reached out to him and asked if the Library could remove the porta potty on its site. There had been many calls focusing on the porta potty, including an overdose call. The Library recognizes that people need bathroom facilities. This was installed in 2020 during COVID when the Library's bathroom facilities were closed. Chair Oscadal sent an email noting that Lebanon, like so many communities, has a serious drug use problem. Removing the porta potty from Library grounds will not remove the drug problem from the community in general or from the Library in particular. Director Fleming agreed that drug use will not go away because the Library removes the porta potty. However, the Library does not need to provide a place for people to use drugs on the Library grounds. There have not been more calls made about the porta potty since the last complaint was made at the end of July. Prior to that, there were an average of 2-3 per month. The porta potty has reduced the number of people urinating and defecating on the Library grounds. The porta potty receives a fair amount of use, but there are not statistics on this. The porta potty is cleaned twice a week and is sometimes cleaned more often due to messes made inside. The Library pays a flat fee per month for regular cleanings, but additional cleanings are charged extra. The cost is approximately \$4,000/year for

this. Needles have been found in the porta potty. The porta potty is not considered an essential Library function.

There was consensus on the Board that the porta potty should be removed by October 15th. The situation will then be monitored and could be revisited at a later date.

Director Fleming asked that the Board rediscuss external cameras at the Library. The last time this was discussed was eight years ago. The Police Department is asking that the Library reconsider this. Some members of the community do not view the Library, particular Kilton, as a safe place. There have been thefts and destruction of property on the grounds. Installing cameras would counter the idea for some people that the Library is not taking effective action to counter drug use or other criminal activity. Cameras will not effectively prevent all actions but will allow the Library to address criminal activities. Cameras may add a sense of safety for some. This could add some piece of mind for employees as well. Cameras are a common practice for libraries of this size. However, some people believe that their use of the Library should not be monitored, and that this does not adhere to an intellectual freedom. These are not currently budgeted for, and the cost still needs to be determined.

In response to a question from Chair Oscadal, Director Fleming stated that he would need to examine who would have ultimate control of the cameras, the Library or City. He will look into if the City has a policy regarding signage for cameras in use on a property.

There was consensus on the Board that external cameras for the Library buildings should be further considered, and more information brought for discussion.

Director Fleming explained that a neighbor on Atwood Avenue is looking to sell their property. The Board could discuss if it would like to consider this property for additional parking. He does not believe this is likely needed. The abutter was previously asking \$200,000 for the property which was assessed at approximately \$100,000. The project would likely cost in the realm of \$750,000. The City may also have an interest in the property. The Board agreed that interest on the part of the City should be explored.

Director Fleming explained that there is a \$70,000 roof project at Lebanon Library that is moving ahead and the \$20,000 heat pump replacement project at Kilton is in process. The LED light project at Kilton may not go forward as planned due to contractor issues. The community room doors project at Kilton is also on hold due to contractor issues.

Director Fleming explained that the Library's budget presentation will occur on October 13th. A new Youth Services Library Assistant has started in the position. A recent Drag Story Hour was well attended with over 50 attendees and only a handful of emails ahead of time in objection.

Mr. Damren asked about breaking out some of the library statistical data in order to review frequency and timing over the months.

Director Fleming noted that the Board should start to consider who will volunteer to help with the annual review of the Library Director.

7. Future Agenda Items

As discussed during the meeting.

8. Adjourn

Ms. Sharfstein MOVED to adjourn at 7:56PM. Seconded by Ms. Hubbell.

****Vote on the MOTION passed (6-0-0).***

Respectfully submitted,
Kristan Patenaude
Recording Secretary