

FINAL

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
Kilton Library Community Room OR  
Remote Via Virtual Platform  
LebanonNH.gov/Live  
October 28, 2025  
7:00 PM**

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

**MEMBERS ABSENT:** Adam Ali (alternate); Leonee Derr (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 7:01 PM**

**2. Open to the Public**

Amber Coughlin, Children’s Librarian, stated that she appreciates the concern regarding safety at the Library but does not feel comfortable with the proposed security cameras. She believes privacy is essential to being able to exercise free speech and free thought. It is possible that the addition of security cameras could have a chilling effect on those who visit the Library. It is the Library’s responsibility to protect the privacy of its users. The less information collected about users, the better. Video surveillance could collect location data which could be used remotely to create a security breach.

Kevin Purcell, Ward 1, stated that an increasing number of people have complained about feeling unsafe at the Library. He supports the proposed cameras. His children have not felt safe at the Kilton Library, and they now only attend the other two libraries. That is disappointing and sad. This is a Gold LEED certified building, and he believes there cannot be any smoking within a certain distance or that certification could be lost.

Celeste Pfeiffer, Outreach and Programming Librarian, expressed concern regarding installing cameras. She believes that this could disenfranchise youth or new members of the community.

Beatrice Couser, Canaan resident and staff member of the Library, spoke against installing the security cameras. She noted that surveillance of immigrant communities under the current administration could be a concern, as camera footage would likely be monitored by the police. All communities in NH currently have standing contracts with ICE and this is a recipe for disaster. Fundamentally, she does not believe security cameras have an impact on public safety. There are no independent studies showing that they prevent crime.

It was noted that there are many types of cameras all over the place. Public privacy does not seem to be impaired by these. Safety has increased due to certain types of cameras in the

community. The intention is to enhance people's Library experience, and this could be accomplished by monitoring some of the activities in order to alert the Police.

### **3. External Security Cameras Discussion and Vote**

#### **A. Physical Security Policy**

Chair Oscadal noted that only external security cameras are being discussed at this time. The Library should consider why it wants to install cameras. Director Fleming stated that it would be up to the Trustees as to whether the Library or the City would install the cameras and who would retain the video footage. Chair Oscadal stated that, per the City's policy, the Library would have to retain the video footage for 30 days and review it periodically. If the Trustees agree to move forward with the cameras, a legal opinion should be sought regarding if the video footage needs to be included in the Library patron records or if the Library would be within its rights to withhold the information outside of a subpoena.

Director Fleming noted that the estimated cost for the cameras and installation is approximately \$10,000. There would then be an ongoing cost of approximately \$1,000/year. Chair Oscadal stated that a clear policy would be needed.

Chair Oscadal noted that libraries have traditionally gone beyond other areas of society in protecting patrons' confidentiality. There was discussion regarding those who trespass at the Library and how the cameras could be used to try to alleviate some of this. Cameras and adequate lighting, along with a police presence have been found to have positive impacts on preventing similar concerns. Cameras alone will not likely prevent concerning behaviors.

There was discussion regarding if the cameras should be left on all the time, or just during certain hours of the day.

***Mr. Damren MOVED to consider pursuing the conceptual installation of external security cameras at the Kilton Library and that such installation does not occur without development of a policy, creation of a budget for the installation, and request for a legal opinion about the footage. Seconded by Ms. Dunn.***

***\*Vote on the MOTION passed (5-0-2).***

### **4. Joint Meeting of the Trustees and Foundation**

#### **A. Foundation investment report**

Ms. Dunn explained that the Lebanon Public Library Foundation has an endowment which began as \$100,000 invested in 2017. The purpose is to accumulate the endowment to provide for future additional expenses in perpetuity. Each year \$25,000 is donated to the Trustees. In 2025, the Foundations Investment Committee reviewed the investment policy and asset allocation and decided that the current allocation was too volatile. A transition was made over the course of six months through several smaller trades in order to reduce the market timing risk. This did not require updating the investment policy. There have been few updates to the investment policy over the years. Overall, the portfolio is performing extremely well. The total balance is

approximately \$318,000. The entire portfolio could be liquidated in a matter of days into cash, if needed.

B. Update on the fundraising projects plans

A brief update on the fundraising projects was given.

C. Other business

None at this time.

**5. Approval of Minutes**

A. Approve the September 30, 2025, minutes

***Mr. Damren MOVED to accept the meeting minutes of September 30, 2025, as presented. Seconded by Ms. Sharfstein.***

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

**6. New Business**

A. Approve the Treasurer's Report

Ms. Dunn presented the Treasurer's Report. She noted that, at  $\frac{3}{4}$  of the way through the year, approximately 72% of the budget has been spent. This is right on track.

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

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

**7. Other Business**

A. Vote on the Recommended Time Guidelines for Library No Trespass Orders

The Board reviewed the Recommended Time Guidelines for Library No Trespass Orders.

***Ms. Hubbell MOVED to accept the Recommended Time Guidelines for Library No Trespass Orders, as discussed. Seconded by Mr. Damren.***

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

B. Library Director's Report

Director Fleming stated that the job descriptions recently updated went before the Union and now will go before the City to be approved. He stated that the City Manager has determined that a City liaison to the Board of Trustees is likely not a good idea in order to preserve the Board's independence. The current City Manager has determined that the \$50,000 capital reserve set aside by the past City Manager to allow for the property next door to be developed for parking for the Library could be used for either Library facility but not for security cameras. There does not appear to be any appetite as part of the City to acquire the property next door for parking at

this time. The Lebanon Library's neighbor has been kind enough to allow the Library space on her property during construction activities. He noted that Baker & Taylor, a major Library material vendor, will be closing after 200 years. Staff is working on the access to minor records policy.

C. Deputy Director's Report

None at this time.

**8. Future Agenda Items**

A future agenda should contain a continued Board discussion regarding security cameras.

**9. Adjourn**

*Mr. Damren MOVED to adjourn at 8:32PM. Seconded by Ms. Hubbell.*

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

Respectfully submitted,  
Kristan Patenaude  
Recording Secretary