FINAL

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, February 23rd, 2021
7:00 PM

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Morgan Swan, Ann Sharfstein, Laura Barrett, Emma Wunsch (Alt.), Donna Hartford (Alt.)

MEMBERS ABSENT: Susan Weber Valiante (Secretary), Susan Desrosiers

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

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1. **CALL TO ORDER:** Chair Francis Oscadal called the meeting to order at 7:02 PM

- **Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A "Right to Know" requirements.**
- **During the absence of Susan Desrosiers and Susan Weber Valiante, Emma Wunsch and Donna Hartford were given voting privileges for this meeting.**

2. **APPROVAL OF MINUTES: January 26th, 2021**

Ms. Sharfstein MOVED to approve the January 26th, 2021 Minutes as presented in the February 23rd, 2021 agenda packet.
Seconded by Ms. Wunsch.

Roll Call Vote:
Francis Oscadal, Stephen Taylor, Morgan Swan, Ann Sharfstein, Emma Wunsch, Donna Hartford, and Laura Barrett all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (7-0).***

3. **NEW BUSINESS:**

A. Approve the Financial Report: Treasurer Taylor gave the financial report. City funds picked up where 2020 ended with an excess over budget of almost $20,000.00. This may be misleading because there was no electric bill for January 2021. There was also very little spending on books and other operating costs. Until the Libraries are fully re-opened, they will likely continue to be under budget in the employee cost area. The Lebanon Library renovations will have a major impact on 2021. Payroll and facilities costs make up almost 95% of the budget with employee cost being 80% and building and grounds being 13% of the budget. Because of this, 2021 will most likely have unusual variances, once again.

Special funds for 2020 have offset the absence of the Annual Appeal funds from the Library Foundation. There have been very little additions made to the collections. There was also a sharp decline in fees and fines which is a direct impact from reduced operations.

A MOTION was made by Ms. Sharfstein to approve the Financial Report as presented. Seconded by Ms. Hartford.

Roll Call Vote:
Francis Oscadal, Stephen Taylor, Donna Hartford, Ann Sharfstein, Emma Wunsch, and Laura Barrett all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (6-0).***

B. Approve the Special Funds Budget: Treasurer Taylor explained the Special Funds Budget for 2021. The Funds started out with a deficit of $17,200.00. That is recognizing that the Library Trustees have some money they would like to spend getting caught up on books and CDs. One thing that is generally not in the budget is the amount of special funds that will likely be received from the City. That will mostly offset the budget deficit. The Library Trustees do anticipate receiving $20,000 from the Library Foundation. The fees and fines budget has been brought down considerably from the previous year. So far, the budget numbers for expenditures are close to where they have been in the past. There will be savings on the web hosting fees. This is due to reducing the footprint and so there are some credits that are pending. The Library Trustees were not anticipating any donations coming in from other sources.

Director Fleming asked what the mechanism was to transfer funds from the rainy-day fund? Should he anticipate moving some funds from the rainy day/City surplus to checking? Treasurer Taylor said he should inquire with the bookkeeper and that the process should take place quickly when needed.

A MOTION was made by Mr. Swan to approve the Special Funds Budget as presented. Seconded by Ms. Sharfstein.

Roll Call Vote:
Francis Oscadal, Stephen Taylor, Donna Hartford, Ann Sharfstein, Morgan Swan, Emma Wunsch, and Laura Barrett all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (7-0).***

Treasurer Taylor wanted to take a few minutes to discuss the Special Funds. He said as the Library Trustees look toward 2021 there were two major areas, one being the pandemic and the other being the renovations at the Lebanon Library to keep in mind. The Finance Committee would like to bring to the Board for discussion how they feel about the Special Funds. There is roughly $170,000.00 in the Special Funds. The Committee wanted to know what the Trustees thought about spending some money from the Special Funds. Last year up to $25,000.00 was authorized to be spent to get the Library renovations fund raising efforts off the ground.

Chair Oscadal said he was not sure what the funds could be spent on. It may need to be used toward the renovations.

Mr. Doug Whittlesey asked if there were any restrictions to the spending of those funds? Treasurer Taylor said that they were unrestricted funds. Director Fleming agreed with that. He explained that the source for those funds is City Surplus. If the Library under spends the City budget, then the City cuts a check to the Library Trustees which goes in the Special Fund. Mr. Whittlesey asked if the Library was expecting any funds from last year? Treasurer Taylor said that the last 5 years there has been a surplus and he was estimating another $20,000.00 from the City in 2021. He said most of the $20,000.00 would be offset from an overage of $17,200.00 from 2020.

Ms. Sharfstein said that some funds could be spent to help safely and comfortably re-open the libraries such as purchasing plexiglass, PPE, and purifiers. Treasurer Taylor thought that was a great idea. Director Fleming wanted to point out that the 2021 budget for books was $68,000.00 which was down from the 2020 budget which was over $80,000.00.

Mr. Whittlesey suggested that the Trustees think of concrete expenditures instead of just authorizing expenditures in general. Ms. Wunsch suggested that the Library may want to spend some money on more summer programs for the public or renting pavilions. Ms. Sharfstein said the Library could rent some tents this summer to help expand services of the Library, outside. Treasurer Taylor said that Mr. Whittlesey suggested buying some masks with the Library logo on it and selling them as a fundraiser for the Library. More discussion took place among the Trustees about renting tents versus buying them.

Ms. Barrett left the meeting at 7:50 PM.

The Trustees asked Director Fleming to come back to the March meeting with information about renting tents and possible summer programming.

C. Approve Douglas Whittlesey as Alternate Trustee Candidate: Director Fleming spoke about Mr. Whittlesey. He said that Mr. Whittlesey worked at Dartmouth Hitchcock and was in budgeting. He lives in Lebanon and is married to Lauren Whittlesey who is a newly hired Library Assistant. Mr. Whittlesey is also running for City Council. He is willing to help the Trustees figure out what should be done as far as budgeting is concerned for the Libraries.

Mr. Whittlesey agreed that he did a lot of budget work. He is the Manager of the Central Grants Office for Dartmouth Hitchcock and the research financial analysis. He has an MBA through UNC Kenan-Flagler and is finishing up his master's degree at the same school. He will then switch into studying for the CPA exam. He was hoping to use his budgeting skills to assist the Libraries in anyway needed.

The Trustees voted on sending Mr. Whittlesey's name to the City Council for approval as an alternate Trustee.

Vote:
Francis Oscadal, Stephen Taylor, Donna Hartford, Ann Sharfstein, Morgan Swan, Emma Wunsch, and all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (6-0).***

4. COMMITTEE REPORTS:

Director Fleming reported for the Library Foundation. They will be having their annual meeting in March. It looks like they will be retaining all their current Foundation Directors and Heidi Connor, who was one of the people hired to assist with fundraising, has agreed to join the Board.

Director Fleming also reported for the Facilities Committee. There have been 2 construction meetings so far and a Facilities Committee member attended the second one. The Facilities Committee also decided on some elective work that was chosen to be done. The brick wall in the basement and what will be the meeting room will be sandblasted.

5. OTHER BUSINESS:

A. Re-opening Discussion: Director Fleming introduced Amber Coughlin, Children's Librarian, to the Trustees. She spoke on the expanded reader's advisory that was being done remotely. It has been going very well and the public seemed to really like it. Ms. Coughlin expressed her desire to wait to re-open the Library until the Library staff can get the Covid-19 vaccine. She also thought that re-opening would send the wrong message to the public that may be conceived in the wrong way.

Ms. Sharfstein pointed out that teachers were still not able to get vaccinated and have been safely teaching in the schools for a while now. She did say that she did not want to open the Libraries now.

Deputy Director Lappin said that warm weather would help. She explained that the staff would be able to open the Library extremely quickly when the time comes. The staff are also thinking about the outdoor programs with lots of ideas being generated.

Mr. Whittlesey said he missed the way things were and the way people existed before Covid-19. He felt there was an obligation and a duty to protect the Library staff. He felt they would need to be vaccinated first before the Library was re-opened. He pointed out that if the Library were to re-open before the staff were vaccinated there could be interrupted services if the staff have certain reactions to the vaccine. He also felt that the Library had an obligation to the community to keep them safe as well.

Laura Barrett came back into the meeting at 8:16 PM.

Mr. Swan said it was important to provide the services that the Library can now and felt that the warming temperatures would help with that. He thought that more services could be provided outside eventually. More discussion took place among the Trustees.

Chair Oscadal said the consensus of the Board was to not re-open the Library just yet. The Board will take the topic up again in March.

B. Director's Report: Director Fleming wished to point out to the Library Trustee candidates that the monthly meetings do not usually run this long. He said that they were usually done in under an hour.

He also wanted to thank Stephen Taylor for all that he has done over the years as a Trustee on the Library Board. Director Fleming said he felt that Mr. Taylor was a big part in helping the Library Foundation raise funds through fundraising for the Lebanon Library renovation. This was Mr. Taylor's last meeting.

Director Fleming said that there will be Trustee Officer elections in March.

Jaki Frisina, Systems Librarian, has set up PayPal to allow for fees to be paid for on-line. Right now, this would be mostly for non-resident fees to be paid for. The fees for PayPal are 2.9% plus a 30-cent charge per transaction. The fees for PayPal will cut into the Library's revenue stream a tiny bit. He asked if the Board was Ok with going forward with PayPal. No one objected to the use of PayPal.

B. Deputy Director's Report: Deputy Director Lappin gave an update on the two Library positions that are currently unfilled. The search committee for the IT Librarian has identified four candidates that they would like to speak to. The interview process starts this week.

The Library Administrative Technology Assistant is an active posting now. It is a 29 hour a week position and the spot has been vacant for a while. They have received 24 applications so far for the position. This job posting will close on March 11^{th}, 2021.

Deputy Director Lappin gave the news that Cheryl Saunders had given her resignation, her last day would be Friday, March 5^{th}, 2021. She has been with the Library for 28 years.

Chair Oscadal asked how the presentation went to the Rotary Club for fundraising for the Lebanon Library renovation. Deputy Director Lappin said that it went very well, and they got some nice feedback from some of the members.

7. ADJOURNMENT:

A MOTION was made by Ms. Sharfstein to adjourn the meeting at 8:38 PM.
The MOTION was seconded by Mr. Swan.

Roll Call Vote:
Francis Oscadal, Stephen Taylor, Donna Hartford, Morgan Swan, Ann Sharfstein, Emma Wunsch, and Laura Barrett all voting Yea.
None voted Nay.

**** The Vote on the MOTION was approved (7-0).***

Respectfully submitted,
Barbara Higgins
Recording Secretary