

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
November 25, 2025
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Renee Dunn; Ann Sharfstein; Emma Wunsch; Adam Ali (alternate); Leonee Derr (alternate); Ellen Hubbell [7:35pm]

MEMBERS ABSENT: Jeff Damren; Kim Rheinlander; 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 7:01 PM

Adam Ali and Leonee Derr sat as voting members.

2. Open to the Public

None at this time.

3. Approval of Minutes

A. Approve the October 28, 2025, minutes

Ms. Sharfstein MOVED to accept the meeting minutes of October 28, 2025, as amended.

Seconded by Ms. Wunsch.

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

AMENDMENTS:

Starting on Line 68 – to read: “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.”

4. New Business

A. Approve the Treasurer's Report

Ms. Dunn stated that the only notable expense on the Trustee's side for this month was \$5,000 for books. On the City side, approximately \$5,500 was spent from the IT budget approximately \$4,500 was spent on a new floor scrubber under the furnishings/small tools line.

Director Fleming explained that the proposal to redo the roof at the Lebanon Library is estimated to cost in the range of \$75,000. The City found funding left in the retainage from the renovation 3-4 years ago and so there is approximately \$8,000-\$9000 left in that fund to do additional projects. There is also \$50,000 in capital reserves that should be used similarly to other funds for repair and maintenance work.

Ms. Derr MOVED to accept the Treasurer's Report as presented. Seconded by Ms. Dunn.

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

5. Committee Reports

A. Foundation fundraising update

Ms. Dunn stated that the Foundation surpassed its fundraising goal of \$45,000 for the year. The amount may be approximately \$20,000-\$25,000 over the goal by the end of the holiday season. In regard to the children's room project at Kilton, the Foundation will discuss if additional monies could be used to get something a bit nicer. The Library has been chosen by the Casino as one of their selected charities and will be partnering with them December 7th-16th.

6. Other Business

A. Review and approve the Library Security Camera Policy

Ms. Hubbell joined the meeting.

Director Fleming explained that the policy in the packet was reviewed by Chair Oscadal, Deputy Director Lappin, and an attorney with Library experience. This policy only covers external cameras. It does not cover cameras with live video streams shared with the Police. Reasons for installing security cameras were previously shared but one item that was not included is that staff often has a difficult time identifying people who get trespassed at the Library. It would be very helpful for staff to be able to identify individuals who get trespassed. The Burlington Library Director has stated that one of the main reasons they have cameras is to identify people who have been banned from the building because otherwise staff do not know. The consequences for coming back into the building after being trespassed include potentially being arrested. There are safety concerns at Kilton in particular. If the Police had a video image of the person trespassing, that could be used in lieu of a witness statement, meaning that staff would not need to reveal their names. Speaking with the owner of Tesco Security, one of the companies that was quoted for the project, there are three other Upper Valley libraries that have recently asked about installing new systems or adding to their systems. Regarding the privacy concerns expressed by some staff members about having cameras installed, he understands and respects this, but it has not stopped other libraries from installing these systems, often inside and outside, and often with the constant feed going to the police. He has not spoken to a single library director who stated that privacy concerns led them to not install cameras. He expressed concern that not installing cameras could risk relegating the Library to safety concerns. Safety needs to be

considered. The lowest quote received for installation of security cameras was \$11,000 with an ongoing cost of \$480. That upfront cost is approximately \$4,000 more than what was paid for the people counters. Ongoing costs for the security cameras would be only half of what the people counters cost. The Strategic Plan adopted in 2023 by the Trustees states in part that the Kilton Library may face threats to the safety of its patrons and staff, which could impact its ability to provide a welcoming, learning environment. It also states that it will be important for the Library to assess and address these risks and ensure the well-being of all those who visit. Cameras would help to ensure the well-being of staff and library patrons.

Chair Oscadal asked if the Police can do anything if something happens inside the Library, but the external cameras only pick up the person outside the building. Director Fleming stated that he believes so.

Deputy Director Lappin stated that there is a cost to the cameras, and she has not seen evidence that installing them would solve the issues at hand. Chair Oscadal stated that cameras themselves do not prevent crime but do aid in investigation of crimes that occur. The policy as presented seems to cover the ALA concerns and privacy issues that have been raised. The cameras would show the public that the Library is aware of the issues and trying to work through them.

There was discussion regarding following up a year after installation to see what impacts there have been.

Ms. Dunn MOVED to install security cameras outside the Kilton Library. Seconded by Ms. Derr.

****Vote on the MOTION passed (5-1-1, with Ms. Sharfstein abstaining and Mr. Ali against).***

Ms. Hubbell stated that she would like to see the policy include that the cameras will be reviewed in six months. Deputy Director Lappin noted that the Board can decide to shut off the cameras at any time, even if not specifically listed in the policy. There was agreement that the policy would be updated to reflect that it would be reviewed annually.

Ms. Wunsch MOVED to approve the Library Security Camera Policy, pending the change to the language as discussed. Seconded by Ms. Dunn.

****Vote on the MOTION passed (5-0-2, with Mr. Ali and Ms. Sharfstein abstaining).***

B. Review and approve updates to the Confidentiality of Patron Records Policy

The Board reviewed the proposed updates to the Confidentiality of Patron Records Policy. This is to meet a new law going into effect on January 1st. There was discussion regarding allowing for no-check out shelves based on the new statute. Director Fleming requested that the second paragraph of the policy be stricken.

Ms. Sharfstein MOVED to table the Confidentiality of Patron Records Policy until the next meeting. Seconded by Ms. Hubbell.

****Vote on the MOTION passed (4-1-2, with Ms. Derr and Ms. Hubbell abstaining and Chair Oscadal against).***

C. Library Director's Report

Director Fleming stated that the Library budget presentation went well. It is yet unclear if the defunded position will be funded again. The City Council did not seem inclined to add \$25,000 back into the budget in order to keep the Lebanon Library evening hours. Thus, the Lebanon Library will likely be closing at 6pm Monday-Thursday come January.

In terms of the casino money, the Library will not be doing any advertising for them. The Library will do a big check picture with them and install a plaque for them as well, similar to any other donor organization.

Ms. Wunsch MOVED to that the Board cancel its December 2025, meeting. Seconded by Ms. Hubbell.

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

D. Deputy Library Director's Report

Deputy Director Lappin explained that staff would like the Board's support for the rationale for the proposed wage increase for the Clerks as it is presented to the City Council. This is proposed to be a one-time bump in pay between \$1-\$4/hour to award and acknowledge the longevity and experience of some of the Clerks. This was previously discussed with the Board in July and within the approved budget.

Deputy Director Lappin noted that the American Heart Association has given eight blood pressure monitors to the Library.

7. Future Agenda Items

As discussed during the meeting

8. Adjourn

Ms. Wunsch MOVED to adjourn at 8:47PM. Seconded by Ms. Hubbell.

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

Respectfully submitted,
Kristan Patenaude
Recording Secretary