

FINAL

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
Kilton Library Conference Room OR  
Remote Via Virtual Platform  
LebanonNH.gov/Live  
February 24, 2026  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair); Renee Dunn (remote); Ann Sharfstein;  
Jeff Damren; Kim Rheinlander; Ellen Hubbell; Leonee Derr  
(alternate); Samantha Milnes (alternate); Adam Ali (alternate)  
**MEMBERS ABSENT:** Emma Wunsch  
**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 7:00 PM**

*Samantha Milnes sat as a voting member.*

**2. Open to the Public**

None at this time.

**3. Non-Public Session**

A. Non-Public Session in accordance with the provisions of RSA 91-A:3,II(c) "Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself..."

*Ms. Rheinlander MOVED to enter into Non-Public Session at 7:01pm per RSA 91-A:3,II(c).  
Seconded by Ms. Hubbell.*

*\*Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;  
Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).*

*Mr. Damren MOVED to seal the Non-Public meeting minutes of February 24, 2026.  
Seconded by Ms. Sharfstein.*

*\*Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;  
Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).*

**4. Approval of Minutes**

A. Approve the January 27, 2026, minutes

*Mr. Damren MOVED to accept the meeting minutes of January 27, 2026, as presented.  
Seconded by Ms. Sharfstein.*

*\*Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;  
Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – abstain (6-0-1).*

## 5. New Business

### A. Approve the Treasurer's Report

Ms. Dunn explained that it originally appeared that there would be a surplus in the City budget side of approximately \$18,000 but that situation has changed. It now looks that the line will be approximately \$2,000 over budget and the Library will need to cut a check from the Trustee funds. The main driver for the overage was a change order for the heat pump system upgrade. This included approximately \$16,000 for circulator pumps that were not part of the original design. The 2026 budget is mostly front loaded and currently in line. The Library will not be spending funds on the City budget side in the 20-24 hour part time employee labor line because the employee that was budgeted for that line resigned and the replacement person works 25 hours weekly.

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

***\*Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye; Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).***

### B. Approve the 2026 special funds projection

Director Fleming reviewed the 2026 special funds projections.

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

***\*Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye; Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).***

## 6. Committee Reports

None at this time.

## 7. Other Business

### A. Library Director's Report

Director Fleming stated that the security camera installation is coming along. The Information Technology Librarian position was posted yesterday, and staff would like for a Trustee to be part of the search process. Mr. Damren stated that he would be happy to help, depending on timing.

### B. Deputy Library Director's Report

Deputy Director Lappin explained that the all-staff training will be held Thursday, March 26<sup>th</sup>. Both Libraries are scheduled to be closed that day until 1pm. She noted that one Clerk has resigned. The Library presented at the Citizens Academy earlier this month.

### C. Approve the AI Policy & the update to the Patron Confidentiality Policy

The Board reviewed the updated AI Policy.

***Ms. Hubbell MOVED to accept the AI Policy, as presented. Seconded by Mr. Damren.  
\*Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;  
Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).***

The Board reviewed the update to the Patron Confidentiality Policy and made small edits.

***Ms. Sharfstein MOVED to accept the updated Patron Confidentiality Policy, as amended.  
Seconded by Mr. Damren.  
\*Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;  
Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).***

## **8. Future Agenda Items**

Chair Oscadal noted that the Board previously discussed HB1214, which would have allowed towns or cities to take back authority of library trustees. That bill was ruled Inexpedient to Legislate and is off the table at this time. Also, there will be a future meeting with City officials regarding Library employees possibly creating a separate bargaining unit. There was agreement to tentatively schedule this on March 3<sup>rd</sup>.

## **9. Adjourn**

***Ms. Sharfstein MOVED to adjourn at 7:57PM. Seconded by Ms. Hubbell.  
\*Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;  
Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).***

Respectfully submitted,  
Kristan Patenaude  
Recording Secretary