FINAL

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

MEMBERS PRESENT: Francis Oscadal (Chair), Michael J. Stebbins (Treasurer), Morgan Swan, Ann Sharfstein, Susan Weber Valiante (Secretary), Emma Wunsch

MEMBERS ABSENT: Donna Hartford and Laura Barrett

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

---

1. **CALL TO ORDER:** Chair Francis Oscadal called the meeting to order at 7:01 PM

- **Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A "Right to Know" requirements.**
- **Mr. Michael J. Stebbins introduced himself to the Board.**

2. **APPROVAL OF MINUTES: February 23rd, 2021**

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

Amendments:

Page 4, Line 1 Add "wall" after "brick"
Page 4, Line 45 Change "screen" to "stream"
Page 5, Line 2 Change "being hired for" to "unfilled"

Roll Call Vote:
Francis Oscadal, Morgan Swan, Ann Sharfstein, Emma Wunsch, and Michael Stebbins all voting Yea.
Susan Weber Valiante Abstained.
None voted Nay.

**** The Vote on the MOTION was approved (5-1-0).***

3. NEW BUSINESS:

The agenda was taken out of order.

B. Officer Election: Chair Oscadal and Ms. Valiante spoke and they both were willing to continue their roles on the Board as Chair and Secretary, respectively. Mr. Stebbins was also willing to run for the Treasurer's position. Ms. Wunsch thanked them for their service to the Board. All members voted for the officer positions by a roll call vote.

Roll Call Vote:
Francis Oscadal, Morgan Swan, Susan Weber Valiante, Ann Sharfstein, Emma Wunsch, and Michael Stebbins all voting Yea.
None voted Nay.

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

A. Approve the Financial Report: Director Fleming said that the Library was in good shape and currently under spending their budgets. They have 3 unfilled positions. Director Fleming explained how funds were usually spent by the Library in the past.

Director Fleming gave an update on the budget process that he had been looking into. He spoke to an attorney with the NH Municipal Association about the possibility of the City Manager not having to be part of the Library budgeting process. Based on the relative statutes, the Attorney believed the Library was not exempt from that process. Director Fleming was planning to talk to other Librarians in the State about the situation.

Director Fleming also reported that the Library Board had received $25,000.00 to the book fund from the Library Foundation.

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

Roll Call Vote:
Francis Oscadal, Susan Weber Valiante, Michael Stebbins, Ann Sharfstein, Emma Wunsch, and Morgan Swan 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. The Foundation has a new Director, Heidi Conner. She was one of the two people who helped the Foundation with the renovation fundraising.

5. OTHER BUSINESS:

A. Re-opening Discussion: Director Fleming said that with the recent good news about the vaccine schedules the Library was looking at re-opening at Phase 4 in late May, early June. He believed it looked like most of the population would have access to the vaccine if they wanted to get it by then. He spoke to the Library Management Team and they all indicated that they felt comfortable with that plan.

Ms. Wunsch asked what re-opening would look like? Director Fleming said they would go to the plan that was created back in November. He went on to explain that they will require mask wearing, no drinking or eating, and the bathrooms would not be available for use. There would be a limited number of people allowed in the Community Room at the same time and they would be allowed in for a specific duration of time.

Deputy Director Lappin said that she talked informally with other Management Team members and their goal was to get people in as soon as they could do so safely.

Chair Oscadal asked what the City's plan was now? Director Fleming said he believed that they were going to be cautious about re-opening the City pool and mentioned a concern with the various strains of Covid.

B. Director's Report: Director Fleming asked the Board if they would like to keep the Treasurer's report monthly as Mr. Taylor did it or if they wanted something different? He was asking so that Treasurer Stebbins would know what the Board would like to see. Treasurer Stebbins said he had already spoken to Mr. Taylor who planned to show him how he had been doing the financial reports in the past. The Board agreed that the reports could continue to be done as they were in the past and if Treasurer Stebbins wanted to make changes, he could do that.

Director Fleming said that the renovations at the Lebanon Library were ahead of schedule. So far not much of the contingency fund had been used. They did use some funds to sand blast the brick wall in the basement.

Director Fleming gave a quick tent update. After speaking with staff, they said that they thought the smaller tents would be better to use, rather than the larger tents, for various reasons.

Director Fleming also spoke about the office space at Kilton Library. It seemed that there was not quite enough office space. He thought about his office and possibly splitting that space up into two spaces. He thought it would be good to have another office. He was going to investigate what the cost would be. Secretary Valiante asked if Director Fleming was talking about putting up temporary walls to divide the space or permanent walls? He said that he would investigate that idea.

Director Fleming said he would be looking at what the hours will be at both libraries when they do open back up. Due to the budget cut they will not be able to reopen with the same hours as they had before the pandemic.

Ms. Sharfstein left the meeting at 7:46 PM.

Chair Oscadal said he was satisfied with Director Fleming working on the draft schedule for the Libraries. Secretary Valiante agreed with that.

B. Deputy Director's Report: Deputy Director Lappin gave an update on the hiring process for the IT Librarian. They made an offered and it was accepted by Mr. Ron Houk. He will be coming from Iowa and his start date will be Monday, May 17th, 2021.

The Library Administrative Technical Assistant position posting closed. They received 34 applications and the 5-member search committee will submit their top 5 to Director Fleming by Friday of this week.

Mr. Swan wanted to emphasize what an amazing team the Library has and wanted to give praise to Director Fleming and Deputy Director Lappin. Director Fleming also wanted to thank the Board for all that they do for the Libraries.

7. ADJOURNMENT:

A MOTION was made by Ms. Valiante to adjourn the meeting at 8:00 PM.
The MOTION was seconded by Mr. Swan.

Roll Call Vote:
Francis Oscadal, Morgan Swan, Susan Weber Valiante, Emma Wunsch, and Michael Stebbins all voting Yea.
None voted Nay.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary