

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Conference Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
April 28, 2026
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Ann Sharfstein (Secretary); Jeff Damren; Renee Dunn (Treasurer); Ellen Hubbell; Leonee Derr (alternate); Emma Wunsch; Samantha Milnes (alternate)

MEMBERS ABSENT: Kim Rheinlander; Adam Ali (alternate)

STAFF PRESENT: Sean Fleming (Library Director)

1. CALL TO ORDER – Chair Oscadal called the meeting to order at 7:00 PM

2. Open to the Public

None at this time.

3. Approval of Minutes

A. Approve the March 24, 2026, minutes

*Mr. Damren MOVED to accept the meeting minutes of March 24, 2026, as presented.
Seconded by Ms. Wunsch.*

**Vote on the MOTION passed (4-0-0).*

Ellen Hubbell entered the meeting at 7:20pm.

4. New Business

A. Approve the Treasurer's Report

Ms. Dunn presented the Treasurer's Report. Regarding full-time wages, the IT Librarian position was budgeted for a start date of April 1st. As this will not occur by that time, there will be a savings in that line item. The position was also budgeted for the top of the wage range. Depending upon experience and salary negotiations, the budget for the position may be below that. Short-term disability insurance is being used to cover the wages for another employee until they return, for a savings of approximately \$9,000 - \$12,000.

In terms of the Trustee Funds, a \$19,501.76 check was received from the City for surplus year-end funds. This was originally believed to be needed to cover the rest of the heat pump project, but that funding was encumbered from the 2025 budget. The balance to finish the project is approximately \$21,296.55 less the retainage amount of \$13,043.05 equaling the \$8,253.50 left on the purchase order. It was recommended to use at least some of the surplus funds to fix the ceiling in Deputy Director Lappin's office, which was not designed to accommodate the roof

hatch. The largest expense from the Trustee account was \$1,550 for Emerson Gale who maintains the piano and installed a humidity control system in it.

It was noted that Director Fleming hired an engineer with an area of specialization in heat pumps for \$5,500 to help get the heat pump situation at Kilton resolved. That project seemed like it was stalled but is now moving.

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

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

B. Update to the Safety Policy

The Board reviewed the draft Safety Policy. Mr. Damren asked how often the Library is staffed by only one person. Director Fleming stated that this is very rare. The last time he could remember it happening was a couple of years ago when a staff member passed unexpectedly.

Ms. Wunsch MOVED to approve the Safety Policy, as presented. Seconded by Mr. Damren.

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

Ann Sharfstein entered the meeting at 8pm.

C. Update to the Circulation Policy

The Board reviewed the draft Circulation Policy. Ms. Derr noted a small grammatical error in the draft.

Ms. Wunsch MOVED to approve the Circulation Policy, as amended. Seconded by Mr. Damren.

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

D. Update the Library Clerk I and Clerk II job descriptions

The Board reviewed the proposed job description updates which mainly address housekeeping issues.

Ms. Wunsch MOVED to approve Library Clerk I and Clerk II job descriptions, as presented. Seconded by Mr. Damren.

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

5. Committee Reports

A. Foundation-funded subcommittee

The subcommittee showed the Trustees the work that will be completed with the \$75,000 given from the Foundation to the Trustees, mainly happening in the Kilton Children's Room.

6. Other Business

A. Library Director's Report

Director Fleming stated that a fix is needed for the ceiling in Deputy Director Lappin's office. He recommended using last year's surplus for the work. The security cameras are close to being installed. Staff interviewed a candidate for the open IT Librarian position on Friday. He noted that it is likely that a bill, HB 1184, will pass which will lead to the Board having to revise its No Trespass Policy.

B. Kilton Library Space Planning

The Board discussed finding a way to include the public in the planning of how to use this space in the future. It will also be important to track the current space usage in order to inform the Board as to how things might be changed in the future.

7. Future Agenda Items

As discussed during the meeting .

8. Non-Public Session

*Ms. Wunsch MOVED to enter into Non-Public Session at 7:48pm. Seconded by Mr. Damren.
*Vote on the MOTION passed by roll call: Oscadal – aye; Sharfstein – aye; Damren - aye;
Dunn – aye; Hubbell - aye; Wunsch – aye (6-0-0).*

9. Adjourn

*Ms. Rheinlander MOVED to adjourn at 8:42PM. Seconded by Mr. Damren.
Vote on the MOTION passed (6-0-0).

Respectfully submitted,
Kristan Patenaude
Recording Secretary