

FINAL

**LIBRARY BOARD OF TRUSTEES  
KILTON PUBLIC LIBRARY  
Tuesday, January 22, 2019  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair), Susan Weber Valiante (Secretary), Stephen Taylor (Treasurer), Laura Barrett, Susan Desrosiers and Morgan Swan (Alt.)

**MEMBERS ABSENT:** Beverly Damren, Laura Braunstein, Ann Sharfstein (Alt.), and Emma Wunsch (Alt.)

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

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**1. CALL TO ORDER –Chair Oscadal called the meeting to order at 7:03 pm.**

For the purpose of this meeting Mr. Morgan Swan was appointed as a regular member of the Board in the absence of Beverly Damren

**2. Acceptance of Gifts:** \$400.00 was received from the Lebanon Rotary Club to be used for children's books at the Kilton Library.

**3. Approval of Minutes-**

**November 15, 2018:** Amendments were a couple of name corrections.

*A MOTION was made by Susan Desrosiers to approve the November 15, 2018 Minutes as amended. The MOTION was seconded by Susan Weber Valiante.*

*\* The vote on the MOTION passed (6-0).*

**November 27, 2018:** Amendments were a couple of name corrections.

*A MOTION was made by Morgan Swan to approve the November 27, 2018 Minutes as amended. The MOTION was seconded by Stephen Taylor.*

*\* The vote on the MOTION passed (6-0).*

**4. Approve the Financial Report: Stephen Taylor, Treasurer**

A detailed Financial Report was included in the agenda packet for this meeting.

Mr. Taylor presented the financial data for City Funds expended for November and December, including a year-end comparison of 2017 and 2018 as well as the Special Funds information for September, October and November. He said that Debbie would have December report completed for the Board soon so the Board can finalize 2018 and move on to 2019.

As noted in Mr. Taylor's email, City Funds have been consistent all year. We are down in Full-time wages and up in other wages. Offsetting the wage windfall is substantial costs for maintenance and renovations. The full impact of the Health insurance is much higher than last year due to the reduction in staff this year. We will wait until the City's books are closed to find out what the final benefit will be to move to Special Funds.

Special Funds are substantially ahead of budget. The surplus from the City is \$14K and annual appeal is above budget by \$13K. As of the end of November purchases of books, etc. are well below budget. We may have difficulty spending up to the budgeted amount.

***A MOTION was made by Susan Desrosiers to approve the January 22, 2019 Financial Report as presented in the agenda packet.***

***The MOTION was seconded by Susan Weber Valiante.***

***\* The vote on the MOTION passed (6-0).***

**5. Committee Reports:**

- **Library Foundation Board (LFB)** – Chair Oscadal gave updates to the Board regarding LFB meeting on November 15, 2018 where they discussed the following:
  - Annual appeal and the Annual Appeal Committee.
  - LFB bylaw update: Change in membership terms. Chair Oscadal and Ms. Wunsch only have one more year to serve on the Board and may not serve again. He asked Library Board members to think serving on the LFB.
  - Recruitment of LFB members: Chair Oscadal informed the Board about the unexpected and unfortunate passing of Ms. Sue Donnelly. The Library Board expressed their sincere condolences to her family and acknowledged the many wonderful accomplishments and dedication she gave to Lebanon residents during her lifetime.
  - Next meeting will be held on March 13, 2019.
  
- **Art:** Deputy Director Lappin informed the Board that new art work from the Hanover Street School will put on display at the Kilton Library.

**6. Report from Director Fleming:**

- Update on Lebanon Library renovations: The Children's Room floor has been done and the new reference desk has been completed.
- \$20K CIP has been approved by the City Council.
- Filing period for the election to the Board of Trustees is coming up for Ms. Damren and Ms. Susan Weber Valiante. Ms. Damren will not be running so a discussion regarding recruitment to fill her position took place.
- Mr. Chuck McAndrew's IMLS (Virtual Private Network) application has been approved.

**7. Report from Deputy Director Lappin:**

- Celeste Pfeiffer has been hired as the Teen Librarian.
- The Systems Librarian position has been posted and a Search Committee is needed, with 1-2 Board members to hopefully be included. The interview process for candidates was discussed.
- The Library Internet Task Force met, and they hope to report back to the Board by the end of March, maybe by the end of February, with an opinion on their findings. The final decision on whether or not to have internet content filtered will be up to the Library Board.

**8. Other Business: None.**

**9. ADJOURNMENT-**

***A MOTION was made by Ms. Susan Desrosiers to adjourn the meeting at 7:35 PM.***

***The MOTION was seconded by Mr. Stephen Taylor.***

***\* The vote on the MOTION passed (6-0).***

Respectfully submitted,  
Dona E. Gibson  
Recording Secretary