

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
LEBANON PUBLIC LIBRARY
TUESDAY, January 28, 2020
7:00 PM**

MEMBERS PRESENT: Susan Weber Valiante (Secretary), Stephen Taylor (Treasurer), Laura Barrett, Emma Wunsch (Alt.), Ann Sharfstein (Alt.), Morgan Swan, Laura Braunstein

MEMBERS ABSENT: Francis Oscadal (Chair), Susan Desrosiers

STAFF PRESENT: Sean Fleming (Library Director)

1. CALL TO ORDER: Acting Chair Susan Weber Valiante called the meeting to order at 7:00 PM

2. ACCEPTANCE OF GIFTS:

There were no gifts.

3. APPROVAL OF MINUTES-

November 19, 2019 Library Foundation Joint Meeting

Page 1, line 19; Remove 'last' before December and Add '2018' after December. Page 2, Line 21; Add 'by' after 'seen'.

*A MOTION was made by Ms. Sharfstein to approve the November 19, 2019 minutes as amended.
Seconded by Mr. Swan.*

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

November 19, 2019 Board of Trustees Joint Meeting

Page 3, line 1; Remove, 'that she' and Add 'on behalf of the ad hoc Alternative Work Policy Committee. She, Mr. Swan and Director Fleming' before 'working'.

*A MOTION was made by Ms. Braunstein to approve the November 19, 2019 minutes as amended.
Seconded by Ms. Wunsch.*

**The Vote on the MOTION was approved (7-0).*

4. REVIEW AND APPROVE THE LEBANON LIBRARY RENOVATION PLANS

Director Fleming presented the Lebanon Library drawings from the architect and discussed the changes that will take place according to the plans. At this stage Staff are looking for approval of the plans in order to pursue getting estimates for the actual construction. The rough estimate is over \$1 million. The contractor, Milestone, will be bidding on the proposal.

The intent of the remodel is to improve the efficiency of the building as well as make it useful. One of the major goals of redoing the HVAC system is to improve the energy efficiency throughout the building and equalize the temperatures throughout the building. Insulation would be added.

There will be one bathroom on the first floor and one in the basement. The children's area will have a family space and one of the main floor bathrooms. The Board discussed the possibility of having a room for nursing mothers.

The central stairs and other stairs in the building will be improved to provide better access between the floors and bring the steps up to code. The elevator will access every level. The front steps of the building will be improved.

Fire walls will be installed where necessary. More fresh air will be brought into the building. The fuel oil storage tank that is buried still needs to be removed. They will be reinstalling a new tank in the building.

One of the main reasons for remodeling the library is to remove some of the office space and convert the old staff space to more patron space. New carpeting will be added where it currently exists. New ceiling tiles will replace those previously damaged, and the staff kitchen will be improved.

The City Manager is supportive of the remodeling. The project may need to get bonded in 2021 and the library may be asked to raise funds. The City Council will need to hear about the plans prior to the budget season. Part of the library may have to be closed some of the time, as specific areas are being worked on. Another alternative being considered is closing the library entirely for a shorter period of time which could have cost savings.

Director Fleming read a letter from the Chair, Mr. Oscadal, supporting the remodel of the Lebanon Library.

Ms. Barrett MOVED to approve the Lebanon Library renovation plans.

Seconded by Mr. Swan.

**The Vote on the MOTION was approved (7-0)*

5. APPROVE THE FINANCIAL REPORT

The 2019 budget year was closed out. All went as intended and planned. Some money was retained from some budget lines and used for additional spending in other areas. With the new budget the library is losing some flexibility for moving funds. There is a new item, \$35,000 of grant funding for the VPN project, with \$35,000 in expenses associated with it. The big issue that is somewhat new is the lack of any surplus going to the special funds from money that has been saved from other budget items, such as the health insurance budget. The health insurance surplus will no longer be discretionary money for the library but will remain in the City budget. In the future, other expense budget items that are under spent will remain in the Library Fund. The members discussed the options related to this change in the budget.

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

Seconded by Ms. Braunstein.

**The Vote on the MOTION was approved (7-0).*

6. COMMITTEE REPORTS

The Art Committee has arranged for the Middle School to display the artwork of 5th and 6th graders. It will be on display February through May.

There were no other committee reports.

7. REPORT FROM DIRECTOR

Director Fleming told the Board that Laura Braunstein will not be serving next year. The members thanked Ms. Braunstein. Ms. Barrett and Mr. Oscadal intend to run again. The most senior alternate, Ann Sharfstein will run. Ms. Barrett knows of potential alternates. Two trustee representatives will be needed for the Foundation.

The library will be addressing the circulation policy and proof of address verification. Staff consulted with the City regarding voter registration address verification for homeless people.

The young adult position hiring process is moving forward. There are 3 candidates and interviews are wrapping up. There is a new hire for the Library Assistant position.

8. REPORT FROM DEPUTY DIRECTOR

None.

8. OTHER BUSINESS

Director Fleming passed along information about a friend of the library who is in Harvest Hill and would appreciate company.

9. ADJOURNMENT

A MOTION was made by Ms. Wunsch to adjourn the meeting at 8:10 PM.

The MOTION was seconded by Ms. Barrett.

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

Respectfully submitted,
Linda Billings
Recording Secretary