

FINAL

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
Remote via Microsoft Teams  
LebanonNH.gov/Live  
TUESDAY, April 28, 2020  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Susan Weber Valiante (Secretary), Ann Sharfstein, Emma Wunsch (Alt.)

**MEMBERS ABSENT:** Morgan Swan

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

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**1. CALL TO ORDER:** Chair Francis Oscadal called the meeting to order at 7:16 PM

- Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A “Right to Know” requirements.
- This was the first remotely held meeting for the Lebanon Library Board of Trustees due to the State of New Hampshire’s distancing requirements because of the COVID-19 pandemic. A Roll Call of Board Members who participated remotely are listed above.

**2. CLOSURE UPDATE:**

- Director Fleming gave an update on the Library closures and employee status since the Libraries closed on March 14, 2020 at 5:00PM. Director Fleming also thanked the Board of Trustees for allowing the libraries to close to the public as quickly as they did for the safety of the public and staff. He also explained that there is a team being created to research the best way to re-open the libraries when the time comes.

**3. APPROVAL OF MINUTES: February 25th, 2020**

*Ms. Desrosiers MOVED to approve the February 25th, 2020 Minutes as presented in the April 28<sup>th</sup>, 2020 agenda packet.*

*Seconded by Mr. Taylor.*

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Emma Wunsch all voting Yea.**

**None voted Nay.**

**Susan Weber Valiante Abstained.**

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

**4. APPROVE THE FINANCIAL REPORT:**

Mr. Taylor went over the financial reports for the months of February and March of 2020. Special Funds may be delayed as everyone adjusts to their new situations. Year-to-date and in the annual budget the

City portion of the expenses are comprised of 80% payroll related costs, 11% facility costs, 5% books, etc. and 4% all other expenses. With the buildings closed for now, those percentages may change over the next couple of months.

For the first three months of the year, the libraries are 4% below budget. Employee related expenses continue the trend that has been seen for a year of being below budget for Full-time people and over budget for Part-time. Buildings and grounds expenses are about \$5,000 under budget as well. Library books, subscriptions and AV are over budget almost \$7,000 which partially offsets the payroll and facility savings. It is normal in the early months of the year to spend above budget and as the year wears on they will shift toward using more special funds for these purchases.

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

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma Wunsch all voting Yea.**

**None voted Nay.**

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

**5. APPROVE THE LEBANON LIBRARY RENOVATION PROJECT:**

Director Fleming went over the renovation project citing the contract came it at \$2.1 million, which was much higher than they thought it would be. They went back to the Contractor, had some things changed to the plans that did not affect the overall use, more cosmetic than anything, and that helped to bring the numbers down.

***A MOTION was made by Ms. Sharfstein to accept the Library renovations as presented by Director Fleming be approved.  
Seconded by Ms. Wunsch.***

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma Wunsch all voting Yea.**

**None voted Nay.**

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

**6. APPROVE THE ALTERNATIVE WORK ARRANGEMENTS POLICY AND GUIDE:**

Director Fleming presented the Alternative Work Arrangements Policy and Guide for approval by the Trustees as discussed in previous meetings.

Chair Oscadal had a few questions about the policy. He asked if all three criteria had to be met before the employee met the qualifications for alternate work? Director Fleming answered yes.

Chair Oscadal asked for clarification as to who the employee would go to ask for an alternative work arrangement? Would it be their Supervisor, or the 3-member committee as cited in the policy that would make the decision?

Ms. Desrosiers asked if all Supervisors are considered Management? She wanted to know where Management would go to get approved for alternative work arrangements.

Director Fleming and Deputy Director Lappin both explained that yes, the Supervisors are Management and that they would go to Director Fleming for approval. All other employees would go to their Supervisor who would then bring it before the Director for further discussion. Director Fleming said that since Covid-19 has taken place and more employees are working from home they have seen that the ability to be more productive at home has increased.

Ms. Valiante asked if the policy could come up in 1 year to be reviewed again to see if any changes would need to be done at that time?

Director Fleming agreed that it would be a good idea to do, after it had been in use for a year.

Chair Oscadal asked if a request form for the alternative work policy had been created yet?

Mr. Taylor asked if the City of Lebanon Human Resources had to approve of the policy before putting it into effect?

Director Fleming said that the form had not been created yet, they were waiting for the approval of the policy before going forward with that. He also said he checked with City Manager Mulholland about Human Resources and was told he did not have to go through them.

***A MOTION was made by Ms. Valiante to accept the Alternative Work Arrangements Policy and Guide as presented with a stipulation to review the policy in one year, be approved.  
Seconded by Ms. Desrosiers.***

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma Wunsch all voting Yea.**

**None voted Nay.**

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

**7. COMMITTEE REPORTS:**

The Art Committee reported that the artwork from the Lebanon Middle School was still hanging up in the library. After speaking with the Lebanon Middle School participating art educators and the Library Art Committee members it has been decided that it will stay there until the libraries open again. At that point it will be taken down and sent to the Lebanon Middle School for distribution back to the students.

The Foundation Committee reported that the Foundation has agreed to provide \$20,000.00 to the libraries, down from the \$25,000.00 they usually give. This is due to some Foundation expenses having gone up. The Foundation also questioned what to do with gifts they receive that can be restrictive as to what they

do with the money. The Foundation decided to proceed as they have in the past with restrictive gifts received. This means that money received for a specific purpose will be assigned to that purpose.

## **8. REPORT FROM DIRECTOR:**

Director Fleming spoke on the upcoming 2020-2021 budget. The City Council is talking about level funding for the budget coming up, but right now they are in the beginning discussions. Director Fleming asked the Trustees if they would be willing to fund the fundraising for the renovations of the Library? Mr. Taylor said the Trustees could authorize spending of up to \$25,000.00 from the special funds to begin the fundraising process. Ms. Desrosiers asked what the fundraising plan looked like. Director Fleming said he would talk to the Treasurer of the Foundation who had been involved with the fundraising for the Kilton Library build and will get the information to the Trustees.

*A MOTION was made by Mr. Taylor to authorize spending of up to \$25,000.00 from the Special Fund to go toward fundraising efforts for the library renovation project.*

*Seconded by Ms. Sharfstein.*

### **Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma Wunsch all voting Yea.**

**None voted Nay.**

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

Director Fleming asked the board their opinion on how long, and if they felt comfortable with, the staff staying home? The Trustees felt that the staff staying home was the safest thing to do now.

## **9. REPORT FROM DEPUTY DIRECTOR:**

Deputy Director Lappin reported on all the work that the staff has been performing from home. Nicole Rheume, the new Teen Librarian started work 2 weeks ago. There are a couple of permanent positions that have opened with Carolyn Crocker retiring April 30<sup>th</sup> and Phillip Wiebkin, Library Technical Assistant, having left on April 4<sup>th</sup>, 2020. He will be back, though, as a substitute librarian when the buildings re-open.

## **10. APPROVE CORRINE ERSKINE AND KATIE HARDING APPLICATIONS FOR OPEN ALTERNATE TRUSTEE POSITIONS:**

Discussion was had amongst the Trustees about Ms. Erskine and Ms. Harding's applications. Chair Oscadal called for a vote.

*A MOTION was made by Ms. Desrosiers to approve the applications for open Alternate Trustee for Corrine Erskine and Katie Harding.*

*Seconded by Ms. Valiante.*

### **Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma Wunsch all voting Yea.**  
**None voted Nay.**

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

**11. OTHER BUSINESS:**

Ms. Valiante asked when and if the Community Gardens would be opening? Director Fleming said that all the garden plots have been taken, compost will be delivered to the sites soon. He said Maria Ortiz had investigated social distancing guidelines for working the gardens.

Director Fleming thanked everyone at the meeting this evening for bearing with the technical difficulties and hopes to have them all worked out for the next meeting.

**12. ADJOURNMENT:**

*A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:44 PM.*  
*The MOTION was seconded by Ms. Sharfstein*

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma Wunsch all voting Yea.**  
**None voted Nay.**

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

Respectfully submitted,  
Barbara Higgins  
Recording Secretary