

FINAL

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
Remote via Microsoft Teams  
LebanonNH.gov/Live  
TUESDAY, May 26th, 2020  
7:00 PM**

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

**MEMBERS ABSENT:** None

**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 7:02 PM

- Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A “Right to Know” requirements.

**2. APPROVAL OF MINUTES: April 28th, 2020**

**Ms. Desrosiers MOVED to approve the April 28th, 2020 Minutes as amended below and presented in the May 26<sup>th</sup>, 2020 agenda packet.**

**Seconded by Ms. Sharfstein.**

Amendments:

Page 2, Line 5, Change “have” to “has”

Page 3, Line 42, Change “with the schools and the librarians” to “with the Lebanon Middle School participating art educators and the Library Art Committee members”

Page 3, Line 43, Change “appropriate” to “Lebanon Middle School”

Page 4, Line 2, Add “This means the money given for specific purposes will be assigned to that purpose.”  
After “received”

Page 4, Line 8 Change “sponsor” to “fund”

Page 4, Line 30, end the sentence after “from home.” And remove “and what they have accomplished including running reports, card cataloging and helping to get some work done that usually is put aside until after they worked with the patrons.”

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Morgan Swan, Susan Weber Valiante, Laura Barrett all voting Yea.**

**None voted Nay.**

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

### **3. APPROVE THE FINANCIAL REPORT:**

Mr. Taylor reported that the financial report is pretty much the same for City Operating Expenses as the previous 2 months. Payroll is 10% below budget year-to-date which is partially offset by increased spending on books and subscriptions. For the first 4 months of the year the libraries are below budget by \$35,838.00. As long as the buildings remain closed, spending below budget will likely continue.

Special funds have seen very little activity through March. There have been no expenses for books and such and our largest expense to date is \$770.00 (travel expense reimbursement for candidates). Fine income is lagging in the budget due to closing the buildings. We have not received any funds from the Foundation which is not unusual this time of year.

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

#### **Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Morgan Swan, and Laura Barrett all voting Yea.  
None voted Nay.**

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

### **4. OFFICER ELECTION:**

Positions were open for the upcoming year for the Library Board of Trustees. These positions were Chair, Secretary, and Treasurer. Francis Oscadal, Susan Weber Valiante, and Stephen Taylor all agreed to continue in these positions, respectively.

*A MOTION was made by Ms. Desrosiers to approve the elections of Francis Oscadal (Chairman), Stephen Taylor (Treasurer), and Susan Weber Valiante (Secretary) to the Library Board of Trustees for the upcoming year.  
Seconded by Ms. Sharfstein.*

#### **Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Morgan Swan, and Laura Barrett all voting Yea.  
None voted Nay.**

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

### **5. APPROVE THE KILTON LIBRARY RESTROOM CIP PROPOSAL:**

Director Fleming presented the Kilton Library Restroom CIP Proposal. Director Fleming explained the difficulties in keeping the restrooms open and clean throughout the day as they are right now. The new configuration of the restrooms would put a gender-neutral bathroom in on the left, with no door, floor to ceiling stalls and communal sinks. The restroom on the right would be a family restroom. This would address the need for cleaning by the library staff throughout the day.

Ms. Desrosiers asked how this new arrangement would solve the cleaning problem throughout the day? Director Fleming explained that in this new bathroom if a stall was dirty they could just close the stall and put a sign on it saying out of order until it could be cleaned later on that evening by the custodial staff.

Ms. Valiante asked what the total cost of the renovation was? Mr. Taylor responded \$73,503.00. Ms. Valiante asked if there was money to do this project and Director Fleming said yes..

Mr. Taylor asked if this would be funded through the Bond Fund and Director Fleming said yes it would be.

***A MOTION was made by Ms. Barrett to approve the proposal for the bathroom renovation project as presented..***

***Seconded by Ms. Desrosiers.***

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Morgan Swan, Laura Barrett, all voting Yea.  
None voted Nay.**

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

**6. APPROVE DRAFT REDUCTIONS FOR 2021 AND 2022 LIBRARY BUDGETS:**

Director Fleming explained that the City Manager has been directed by the City Council to create a draft budget with a 0% tax increase. The City Manager worked on a budget for a 2-year plan and then created a spreadsheet as to where the cuts would come from. For 2021 the cut to the Library Budget would be \$100,000.00 and the 2022 budget would be a cut by \$150,000.00. In some departments the City Manager made the specific cuts but with the Library he gave a financial figure and it is up to the Board of Trustees to decided where the money will come from.

Director Fleming came up with 3 options, for each budget year, of places where the Trustees could cut money from the budget. In the 2021 year Director Fleming recommended Option A which consisted of freezing staff salaries, not filling the open Library Administrative/Technical Assistant position, not filling the open Library Assistant position, eliminating Sunday hours and substitute positions for those hours, and cutting staff development, mileage and travel.

For the 2022 budget year Director Fleming recommended Option C which consisted of freezing salaries, cutting Monday through Saturday substitute budget, laying off one custodial position, eliminating the book budget, eliminating staff development, mileage and travel, reduce spending on programs, and reducing furniture replacement costs.

With these two options this would help to preserve jobs and hopefully eliminate the need for layoffs of permanent full time and part time staff.

Ms. Valiante asked how the other departments throughout the City looked as far as their cuts compared to the Libraries? Director Fleming said the Libraries and Parks and Recreational are taking the largest cuts.

Ms. Barrett wanted to know if there would be an opportunity in the future to further detail these cuts, to explain the implications of what would happen, to the City Council. Director Fleming said he believed that would be helpful for the Trustees to advocate to the City Council their thoughts on what these cuts would do to the services that the Libraries perform for the public.

Ms. Sharfstein asked if there has been any word on when the City would be reopening the buildings? The buildings being closed may save money. Director Fleming said that the building closures will not affect the budget to that great of an extent. Everything is still up in the air as far as the reopening and how that will affect the budgeting.

Ms. Valiante felt that the libraries have a direct effect on public safety. The libraries are used for a place for some people to come to get warm in the winter months and not be out in the cold all the time. Is that something they could express to the City Council? Director Fleming said yes, he could add that to the document he is working through.

Deputy Director Lappin spoke to Amber Coughlin today to find out what these cuts would do to the Children's Room. It would affect programming for the children plus staffing of the desks throughout the library.

Ms. Desrosiers asked who would be covering the two positions that would not be filled. Director Fleming said the position for Library Administrative/Technical Assistant would be filled by splitting the work 3 ways, by Deputy Director Lappin, Director Fleming, Julie Couture and Maria Ortiz. The Library Assistant position really would not be able to be covered by the current staff.

Chair Oscadal asked if the Board was supposed to choose one option out of the 3 for each budget year? Director Fleming said yes. Chair Oscadal asked why Director Fleming chose Option A in 2021 over Option C. Director Fleming responded this would be the best way to hopefully not have to lay off staff. The Sunday hours were something the City Council had wanted the Libraries to add a few years ago so this was a service that the Board of Trustees did not initiate. By cutting Sunday hours this would cut substitute hours, not Full and Part time hours. Director Fleming also said that cutting Staff Development would be better than cutting anymore substitute hours. At this moment he would not want to take Option C.

Ms. Lappin agreed that cutting the substitute hours would have a greater impact on all the libraries programming as well as the services that are provided.

Ms. Desrosiers asked about cutting the book budget in order to keep one of the positions. Director Fleming said it would be an easier process for the Trustees to absorb a cut to the book budget and spend more money out of the Trustee's funds. Director Fleming is hoping not to hire someone for an open position with the potential of having to lay someone off a year later.

***A MOTION was made by Mr. Swan to approve Director Fleming's recommendations to accept Option A for the Budget year of 2021 and Option C for the Budget year 2022.  
Seconded by Ms. Barrett.***

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Morgan Swan, Laura Barrett, all voting Yea.**

**None voted Nay.**

**\* *The Vote on the MOTION was approved (8-0).***

**7. COMMITTEE REPORTS: None**

**8. REPORT FROM DIRECTOR:**

The Management Team met in the morning on re-opening procedures. The statewide Public Library Task Force came out with their recommendations which is a 38-page, 6 phase plan that is being worked on. Lebanon Libraries book drops will be opened next week, custodians are still working in the buildings. The custodians will bring the books in and quarantine them. The week after that the custodians will still bring the books in, but staff will be coming in one at a time to check in books, clean up things and then hopefully curbside will start up on June 15<sup>th</sup>.

Chair Oscadal asked if there will be an announcement somewhere about the book drops being opened? Director Fleming said yes, and they are planning on doing a soft opening for the curbside pick-up by filling the hold orders that are already in place. Celeste Pfeiffer, as the outreach librarian, would take care of getting the word out about the book drop and curbside pickup.

Chair Oscadal asked if both libraries would be part of the curb side pickup. Director Fleming said that is the hope.

Director Fleming explained that what he has been hearing from other Library Directors throughout the State is that no one is setting a date for the reopening of the library buildings.

Ms. Valiante asked how the books will be disinfected. Director Fleming said they was still working on the process. Right now, they will be setting aside books for 72 hours in quarantine.

**9. OTHER BUSINESS:**

Chair Oscadal explained that the two alternate Trustee positions were still open. If anyone knows of someone that may be interested, please send them to the Library Trustees.

Director Fleming said that the Board of Trustees needed to approve Morgan Swan and Susan Desrosiers as Directors on the Foundation Board. It was agreed by all that Mr. Swan and Ms. Desrosiers were approved.

**10. REPORT FROM DEPUTY DIRECTOR:**

Ms. Lappin reported that she attended a webinar about privacy during the pandemic. It has caused some robust conversations around patron's privacy.

Ms. Desrosiers asked about the summer children's programs and if the staff would try to proceed with the programs online. Deputy Director Lappin said yes, they would be doing a virtual summer reading program for kids and possibly for adults as well.

**11. ADJOURNMENT:**

***A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:36 PM.  
The MOTION was seconded by Ms. Valiante.***

**Roll Call Vote:**

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante,  
Morgan Swan, and Laura Barrett all voting Yea.  
None voted Nay.**

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

Respectfully submitted,  
Barbara Higgins  
Recording Secretary