

FINAL

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
Remote via Microsoft Teams  
LebanonNH.gov/Live  
TUESDAY, June 23rd, 2020  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Susan Weber Valiante (Secretary), Ann Sharfstein, Laura Barrett, 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 7:02 PM

- Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A “Right to Know” requirements.
- During the absence of Morgan Swan, Emma Wunsch had voting privileges for this meeting.

**2. APPROVAL OF MINUTES: May 26th, 2020**

**Ms. Sharfstein MOVED to approve the May 26th, 2020 Minutes as amended below and presented in the June 23rd, 2020 agenda packet.**

**Seconded by Ms. Desrosiers.**

Amendments:

Page 2, Line 7, Add “travel” in front of “(expense”  
Page 3, Line 25, Add “draft” in front of “budget”  
Page 3, Line 28, Add “specific” in front of “cuts”  
Page 4, Line 22, Change “Kutcher” to Couture”  
Throughout the minutes change “Flemming” to Fleming”

**Roll Call Vote:**

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

**None voted Nay.**

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

**3. APPROVE THE FINANCIAL REPORT:**

Treasurer Taylor reported that City Operating Expenses for May continued the trend and are consistent with shutting down the buildings. Payroll is below budget following the pattern; however, the libraries have spent some money to get up to budget in the Part-Time wage area. Buildings and Grounds costs are

also below budget by about 20%. The libraries are keeping up with spending on books, subscriptions, etc. although, well behind in comparison to what was spent year-to-date in the previous two years.

Special Funds revenue is significantly below projected due mostly to not receiving anything year-to-date from the Foundation. This is consistent with prior years and not a worry. Fees and Fines are down about \$2,800.00 due to the library closings. However, a big decrease compared to prior years is no funds from the City for being under budget in 2019.

Director Fleming wanted to make sure that the Board of Trustees knew that a Library custodian substitute has been working at City Hall assisting them during the pandemic. His weekly pay for that work is coming out of the Library budget. That is why the custodial wage line is above where it should be.

Ms. Valiante wanted to know why that money was not coming out of the City Hall budget? Director Fleming said that could happen. He will speak with the City Manager and ask that the money be reimbursed and made retroactive.

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

**Roll Call Vote:**

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

**None voted Nay.**

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

**4. APPROVE THE COVID-19 TRANSITION PLAN:**

Director Fleming spoke on the Covid-19 transition plan. The Libraries Reopening Committee included Sean Fleming, Amy Lappin, Francis Oscadal, Amber Coughlin, Nicole Rheaume, Jaki Frisina, and Celeste Pfeiffer. Governor's guidance said libraries could open to 50% capacity. That is not an order, just a guidance. Lebanon Libraries started contactless pick up last week and that has worked well. It looks like City Hall might re-open in mid-November when the City Hall renovated building opens again. The Committee is looking into ways to safely open the libraries again. Director Fleming asked the Board what their thoughts were on re-opening the libraries to the public.

Consensus of the Library Trustees is that it was still too soon to open the Libraries up to the public. An appointment and reservation system were discussed. The Committee will continue to look at ways to safely open the libraries keeping in mind the public and staff's health and safety.

***A MOTION was made by Mr. Taylor to accept the Covid-19 Transition Plan as proposed  
Seconded by Ms. Desrosiers.***

**Roll Call Vote:**

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

**None voted Nay.**

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

## **5. DISCUSSION REGARDING THE CITY MANAGER'S DRAFT BUDGET REDUCTIONS:**

Director Fleming said that according to the City Manager, at this moment, tax collection had been going well. The City Council is holding off making any final budget cut decisions for a couple of months. The Board of Trustees decided that they would table discussion on the budget until the next meeting and so that Mr. Swan could participate.

*A MOTION was made by Ms. Desrosiers to table the discussion on budget cuts until the July meeting. Seconded by Ms. Valiante.*

### **Roll Call Vote:**

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

**None voted Nay.**

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

## **6. COMMITTEE REPORTS:**

Ms. Desrosiers spoke on the Library Foundation meeting she attended. Director Fleming spoke to the Foundation about fundraising for the Library renovations and spoke about hiring Angela Orlando and Heidi Connor to take over the fundraising efforts. The Foundation wanted to know about rates and spending, the goals to be set, and the scope of the work. Director Fleming said they also worked on setting a fundraising goal of \$300,000.00 so that it would be attainable.

## **7. REPORT FROM DIRECTOR:**

Director Fleming explained that budget approval will take place at the July meeting. He asked the Board for their thoughts on the Bank Street building project. He believed the project will be approved. He wanted to know what the Trustees concerns may be. Ms. Desrosiers said she has been listening into these meetings and the builders were asking for some waivers on setbacks. The driveway will be about 10 feet from the Library's property and the building will be about 2 stories taller than the Ava Gallery. It will have about 40 units in it.

Director Fleming also reported that he has not received any applications for the open Alternate position yet.

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

Deputy Director Lappin reported that patrons of the library have been happy with the pickup process for their library materials. They have been very pleasant and kind. Every day, more and more items are being put on hold for pickup. The Libraries have also been issuing more library cards. There will be a summer reading program for children, teens and adults starting July 1<sup>st</sup>, 2020. Nicole Rheaume and Celeste Pfeiffer have been doing an online trivia night which has been quite popular.

## **9. OTHER BUSINESS:**

Director Fleming thanked the Board of Trustees for their continued dedication and attendance with the online meetings. Ms. Barrett wanted to know how the Trustees could show their appreciation to the Library staff for their work during this difficult time. She would like that discussion to be put on next meeting's agenda.

**10. ADJOURNMENT:**

*A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:19 PM.  
The MOTION was seconded by Ms. Valiante.*

**Roll Call Vote:**

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

**None voted Nay.**

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

Respectfully submitted,  
Barbara Higgins  
Recording Secretary