

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, July 28th, 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)

1. CALL TO ORDER: Chair Francis Oscadal called the meeting to order at 7:03 PM

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

2. APPROVAL OF MINUTES: June 23rd, 2020

Ms. Desrosiers **MOVED** to approve the June 23rd, 2020 Minutes as presented in the July 28th, 2020 agenda packet.

Seconded by Ms. Sharfstein.

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:

The Treasurer’s report continues the theme of being under budget. Through June the Libraries are \$70,000.00 under budget in the City Operating Expenses. The bulk of the surplus is payroll related expenses with unfilled positions and part-time wages being down due to shutting down the Libraries.

Special funds are also showing a small surplus of \$2,900.00. Revenue stopped in June and the Libraries have not received any money from the Foundation year-to-date. On the expense side, Miscellaneous expense is up due to payment of a legal bill and there was considerable spending on office supplies. Book purchases are only \$705.00 year-to-date compared to the budget of \$21,350.00. This is normal in the early months of the year but is especially notable due to the shutdown.

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, Morgan Swan, and Laura Barrett all voting Yea.
None voted Nay.**

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

4. APPROVE THE 2021 LIBRARY CITY BUDGET:

Director Fleming went over the proposed 2021 Library City Budget. He explained that it was level funded, not including salary or benefits. All the budgets throughout the City of Lebanon were created as if the pandemic had not occurred. The Library budget went up by 1.3% for next year.

Mr. Taylor asked about the reimbursement for the wages for the Library custodian that is currently working at City Hall. Director Fleming said that will be reimbursed by the CARES Act. It will be pulled out of the Library's expenses for the year.

Director Fleming also spoke on the anticipated \$160,000.00 surplus that is expected this year as a result of the Library closures. This surplus comes from subs not being used since the closing of the libraries and two positions that have not been filled this year, a part time Library Assistant in the Children's room and a Library Administrative Technical Assistant. Both will most likely not be filled for this year. Also, the Teen Librarian did not start working at the Library until later in the year due to Covid-19.

The excess funds will be going back to the Trustees. Discussion was had among the Board members and a decision was made to create a committee made up of Trustees and staff to come up with ideas on what to do with the money. The final decision on how to spend the funds will ultimately be with the Library Board of Trustees.

A MOTION was made by Ms. Desrosiers to approve the 2021 library budget 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. REVIST THE COVID-19 TRANSITION PLAN:

Director Fleming spoke on the contactless pick up that the libraries have been doing and said that it has been very successful. He also spoke about having a table at the outdoor farmer's market in the common but was just informed that it will not be allowed to take place this year. Unfortunately, people are lingering more than they should be and the City does not think the Library table would be a good idea at this time.

The Covid-19 re-opening committee is split, with half wanting to re-open the libraries now and the other wanting to delay the re-opening. Director Fleming and Deputy Director Lappin also asked the other active staff members what they wanted to see done with the re-opening of the libraries and they would like to continue to keep the doors closed for now.

An outdoor tech lab has been proposed to take place at the Kilton Library, which would allow people access to computers and printers. This seems to be the biggest complaint right now as the reason why the public wishes the libraries would open. The other issue people have is not being able to browse book titles and find a book inside the library. There were several thoughts on how to get more book titles and pictures of book covers on the internet so people can browse the books that were spoken of.

Discussion took place among the Board about when and how to re-open the libraries safely. Opinions and thoughts were mixed between opening now while the numbers are low, or staying closed until after the kids are back in school and Dartmouth College students are back in the area in order to see what may happen with the Covid-19 numbers. Consensus was that with the proposed Outdoor Tech Lab, the Board will revisit the re-opening of the libraries to see where the state and area's Covid-19 numbers are. A doodle poll will be sent out to see if anyone can attend a Board meeting in August or the beginning part of September.

6. DISCUSSION REGARDING THE CITY MANAGER'S DRAFT BUDGET REDUCTIONS:

Mr. Morgan Swan was very concerned with the disproportionate proposed funding reductions as seen between the Library budget and the Police Department's budget. After some discussion it was decided that the Board would wait to see what the final budget approval is before taking up the issue with the City Council.

7. COMMITTEE REPORTS:

Ms. Desrosiers spoke about the Library Foundation's last meeting. The Foundation approved hiring Angela Orlando and Heidi Connor to proceed with fundraising for the Library renovation.

8. REPORT FROM DIRECTOR:

Director Fleming reported that the IMLS grant for the BPN that Chuck applied for did not get approved for Round 2 funding. Other partner libraries that he was working with had to refocus due to the pandemic and that was the reason given for the denial. Chuck felt he can reapply again in the future without any issues.

The Kilton Library is also having issues on the Northside of the building with people doing drugs, drinking, sleeping up against the doors and using that doorway as a bathroom. Also, Lauren Wilsey, new staff member since January, has been working with UV Gear to get much needed supplies to the homeless population on a cart outside the Kilton library.

9. REPORT FROM THE DEPUTY DIRECTOR: None

10. STAFF APPRECIATION DISCUSSION:

Ms. Barrett would like the Board members to think about ways the Board of Trustees could show their appreciation to the Library staff in all that they have done through out the Pandemic. She would like to take this topic back up in August to allow the Board members time to think of ideas.

11. OTHER BUSINESS: None

12. ADJOURNMENT:

A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:49 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