

FINAL

**LIBRARY BOARD OF TRUSTEES
LEBANON PUBLIC LIBRARY
TUESDAY, JUNE 30, 2019
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Laura Barrett, Morgan Swan, Laura Braunstein, Emma Wunsch (Alt.)

MEMBERS ABSENT: Susan Weber Valiante (Secretary), Ann Sharfstein (Alt.)

STAFF PRESENT: Sean Fleming (Director), Amy Lappin (Deputy Director), Chuck McAndrew (IT Librarian)

1. CALL TO ORDER: Chair Oscadal called the meeting to order at 7:00 PM.

2. ACCEPTANCE OF GIFTS: None

3. APPROVAL OF MINUTES- June 25, 2019

Amendments and clarifications:

Remove Ms. Lappin's name from "Members Present"; Page 1, Line 3: change "special funds" to the "Library Foundation"; Page 1, Line 7: change to read, " payroll related costs continue to be below the budgeted amount, and Staff plan to spend more on maintenance and books early in the year"; Page 1, Lines 30 and 31: change to read, " comments to female staff, swearing, and drunkenness. They are prohibited from entering the property...."; Page 1, Line 34 – Page 2, Line 1: Change to read, " Board members input. Ms. Desrosiers suggested contacting City Hall to...."; Page 2, Line 2: change "schools" to " Public School System"; Page 2, Line 5: change "they" to " the trespassed individuals"; Page 2, Lines 16 and 17: change to read, " Issuing a letter with no stated end date would provide flexibility"; Page 2, Lines 30 –31: change to read, " The Children's Librarian job description, which was out of date, has been downgraded from a labor grade 9 to a labor grade 8, and has gone from Union to Non-Union."; Page 2, Lines 35-39: Director Fleming felt that this section did not accurately memorialize the discussion that occurred and asked that it be removed starting with, " It will help..... Minutes will resume on Line 39 with, "Director Fleming...."; Page 2, Line 41: remove the word "our"

A MOTION was made by Susan Desrosiers to approve the June 25, 2019 Minutes as amended.

Seconded by Laura Braunstein.

**The MOTION was approved (6-0).*

4. APPROVE THE FINANCIAL REPORT

Mr. Taylor stated that the financial report was unchanged from last month.

A MOTION was made by Morgan Swan to approve the Financial Report as given. Seconded by Emma Wunsch.

**The MOTION was approved (6-0).*

5. APPROVE THE 2020 LIBRARY CITY BUDGET

Mr. McAndrew reported that the budget currently shows a false 5 % decrease, as a result of the City transferring the cost of benefits from the Library budget to a City-Wide budget. When this change is

balanced out, the Library budget actually shows a 5.9 % increase. Mr. McAndrew stated that the majority of this comes from wages. Specifically, a recent wage study revealed that several positions fell into a higher pay grade. This required giving raises in order to bring employees into the correct pay range. Additionally, 2020 is a 53-week year and contains an extra pay period.

Other significant areas of increase are small tools/equipment and Professional Development. Specific items to be replaced include the 10-year old furniture at Kilton and the laptops loaned out to the Public. The laptops were originally grant funded, but are extremely popular and need to be added to the IT replacement cycle. With regards to Professional Development, Mr. McAndrew reported that there is an appreciable benefit to the Library when Staff attend conferences and trainings.

Director Fleming commented that the City's decision to remove the cost of health insurance from the Library budget will result in less "wiggle-room" going forward, since the Library will no longer benefit from any surpluses in that line-item.

Chair Oscadal asked if there was any sense of how the City Council would react to the Budget when it is presented. Director Fleming responded that, prior to its presentation to City Council, there will be a meeting with the City Manager to go over the Budget. Director Fleming is currently not aware of any items that might be removed from the Budget. He stated that the City Council is looking for no more than a 3 % overall tax increase for the year.

A MOTION was made by Stephen Taylor to approve the 2020 Library City Budget as presented. Seconded by Laura Barrett.

**The MOTION was approved (6-0).*

6. APPROVE THE REVISED CHILDREN'S LIBRARIAN JOB DESCRIPTION

This was a 19- year old job description, which had to be revisited when it went from Union to a Non-Union status. Director Fleming informed that Board that the Children's Librarian position has returned to a Labor grade 9, after an evaluation by Human Resources, due to the fact that it is a Supervisory position.

Ms. Barrett voiced her concern that the "Job Purpose" reads more like a list of essential functions; she feels it is important that a "Purpose" answer the question of why the position exists. While the essential duties of a position might change, its purpose and value should remain more constant. Director Fleming reminded the Members that the revised job description is already on the City Council agenda, and making changes now would delay its approval. Chair Oscadal agreed that the Job Purpose could be expanded upon in the future, but suggested approving the current revision at this time.

A MOTION was made by Susan Desrosiers to accept the Job Description as written.

Seconded by Laura Braunstein.

**The MOTION was approved (6-0)*

7. COMMITTEE REPORTS

Chair Oscadal reported that the Library Foundation met in mid-July, and there are several new members since the beginning of the year: Dede Mackie, Rene Dunn, Karen Zook and Catherine Rentz. He feels that all of these people are strong additions.

Director Fleming reported that the Foundation is well-ahead in the Annual Campaign, having already collected \$15, 000 in donations, compared to \$5,000 at this time last year.

8. REPORT FROM DIRECTOR

Director Fleming turned the report over to Mr. McAndrew, so that he could talk about the IMLS (Institute of Museum and Library Services) grant he has secured. The Grant is for the first phase of a projected three- phase project aimed at developing software that would allow libraries to give their patrons access to a Virtual Private Network (VPN). This would provide privacy and security to library patrons, who could access an encrypted network, from anywhere, using their library card. The first phase is to develop the software to an Alpha level, where it can be tested. The goal is to have three or four Alpha testers, including the Lebanon Library, to deploy this software within the year. IMLS has awarded a twelve-month grant, in the amount of \$75, 400 for phase one. Additional funds will need to be applied for in order to move testing into the Beta phase, which would expand it to a dozen libraries for further validation and community input. The third and final phase would involve publicizing and releasing the finished software. Mr. McAndrew will be attending the first meeting with the software designers next week, at the Westchester County Library in Westchester, New York.

Director Fleming gave an update on the Letters of Trespass issued by the Library. He reached out to the Concord, Laconia and Portsmouth Public Libraries to find out what procedures they have in place for issuing these letters. He feels that there should be a group of three Librarians, constituted on the spot by whomever is in charge at the time of the incident, when issuing a Letter of Trespass. However, Director Fleming also believes that there should be provisions in place which allow the person in charge of the Library at the time of the incident to issue a Letter of Trespass for particularly egregious behavior. An appeals process needs to exist for the trespassed individuals. A suggestion was made that written appeals be made to the Board. Chair Oscadal commented that, while he had no objection to this, it would mean that appeals could not be immediate; since the Board only meets once a month at most. Mr. Taylor raised the question of whether appeals to the board could be addressed in a public meeting or if it would have to be a non-public session, to protect the trespassed individual's privacy. Director Fleming will speak to the City Clerk regarding the rules for public vs. non-public session in this circumstance. He suggested drafting a policy regarding the issuance of these Letters of Trespass, as well as the proposed appeals process.

The Outreach Librarian position is going before the City Council on August 7th. There is concern that the City Council might question the addition of this position, but it is budget neutral. Chair Oscadal and Director Fleming will attend the meeting.

9. REPORT FROM THE DEPUTY DIRECTOR

A new reference sub, Kelly Sennott, has been hired. Rosie Johnson, a former reference sub, is returning and another Candidate will be interviewing next week. These additions to the reference sub pool will allow for more flexibility in scheduling.

Kathy Tracy, a library assistant in the Children's Room, has resigned due to personal circumstances. She will be coming back as a reference sub in the future. Ms. Lappin reported that she is unsure when HR will post the 28-hour library assistant position.

Ms. Lappin updated the Board on new programming regarding Internet safety and security. Amber Coughlin, the Children's Librarian, has organized a parent book group which will meet in late September. The first book being discussed will be, "Screenwise: Helping Kids Thrive and Survive in Their Digital World" by Devorah Heitner, PhD. This is a one-time event, but could be expanded if there is enough interest. Celeste Pfeiffer, Teen Librarian, is planning a series of afternoon lessons on digital citizenship. She has also been having private conversations with teens in the library regarding their internet activity. Shutters have been added to all of the Chromebooks in the Young Adult room. Mr. McAndrew reported that security features have also been increased on the Children's Room iPads.

Ms. Lappin ended her report by praising Celeste for doubling the number of teens registered for the Summer Reading Raffle this year. There are a total of 196 participants in the program.

10. OTHER BUSINESS

Director Fleming reported that tomorrow, July 31st, is the last day that landfill tickets will be sold at the Library.

11. ADJOURNMENT

A MOTION was made by Susan Desrosiers to adjourn the meeting at 8:04 PM.

Seconded by Emma Wunsch.

**The MOTION was approved (6-0)*

**Respectfully submitted,
Megan Castillo
Recording Secretary**