

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, September 29th, 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 7:00 PM

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

2. APPROVAL OF MINUTES:

- July 28th, 2020

Ms. Desrosiers MOVED to approve the July 28th, 2020 Minutes as presented in the September 29th, 2020 agenda packet.

Seconded by Ms. Sharfstein.

Roll Call Vote:

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

None voted Nay.

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

- September 1st, 2020

Ms. Valiante MOVED to approve the September 1st, 2020 Minutes as presented in the September 29th, 2020 agenda packet.

Seconded by Mr. Swan.

Roll Call Vote:

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

None voted Nay.

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

3. APPROVE THE FINANCIAL REPORT:

The Treasurer's report for July and August was given by Treasurer Stephen Taylor. In the City Operating Funds payroll costs continued to run well below budget for both months. In addition, other costs were down. Both areas are a direct result of the buildings being closed. Mr. Fleming is working on some projects for 2020 that will help to shrink the surplus, primarily in the area of maintenance and small projects.

In the Special Funds report, fees and fines income is down, again a reflection of the buildings being closed. The Library Board has also have not received any funds from the Library Foundation which the Library Trustees usually have by now. Despite that, the Board is still showing a small surplus. The Foundation funds are most likely available when they are needed. In August, the Board received grant revenue of \$40,200.00 and expended the same amount. These are funds that come to the Library and are immediately paid out to the people working on the project the funds are intended for.

*A MOTION was made by Ms. Sharfstein 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 Emma Wunsch all voting Yea.
None voted Nay.**

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

4. RECOMMEND APPOINTMENT OF ALTERNATE TRUSTEE CANDIDATE BY THE LEBANON CITY COUNCIL:

As of this evening Ms. Nancy Fontaine dropped out of the running for the alternate trustee position, but Donna Hartford is still interested. Ms. Valiante said she knew Ms. Hartford and thinks she is an excellent candidate. Chair Oscadal also has known Ms. Hartford for a long time. She is currently a volunteer on the CCBA Board and thinks she is a good candidate for the alternate position. Chair Oscadal asked for a vote from the Board to recommend Ms. Hartford to the City Council as an alternate candidate for the Library Board of Trustees.

The following Board members confirmed the recommendation as listed above:

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

5. REVIST THE COVID-19 TRANSITION PLAN:

Director Fleming spoke on the Covid-19 Transition Plan. He has investigated how other libraries in the State of NH, who operate in Cities of approximately the same size or larger as Lebanon, have handled re-opening. So far most of them have been capping the number of people allowed in their buildings at one time at a fairly low number. It would appear though that people seem to be limiting their visiting the

libraries on their own anyway. Locally, in the Upper Valley, Howe Library is still closed. Hanover also has no date as to when they plan on opening their public facilities. The City Manager for Lebanon is looking at re-opening the public buildings on a case by case basis. Director Fleming would prefer not to re-open the Lebanon Library until renovations have been completed. There is no outside air brought into the building with the current HVAC system during the winter months. They are hoping that construction on the renovation would start in January so the Library would just have to shut down then anyway.

The three options that are being looked at are A. Bringing the outdoor tech lab into the community room at Kilton. B. Opening the whole Kilton Library or C. Bringing in the outdoor tech lab into the community room at Kilton as well as having some browsing of books in there. Director Fleming recommends Option C to the Board. The staff would like to start with browsing by appointment to begin with.

Chair Oscadal asked if there is enough room to have computers set up and allow browsing of book and keep social distancing in the community room? Deputy Director Lappin said while she would prefer not to reopen, they could set up the space quickly if that was the Board's wish and would look at the space they have to work with to make sure there was enough space to accomplish both browsing and computer use.

Ms. Sharfstein explained how the Lebanon High School has handled the re-opening of the Library for the students. Ms. Valiante asked how many people were allowed in the High School Library at one time? Ms. Sharfstein said that 5 kids and the Librarian were allowed in at one time and each student had a 20-minute appointment time. Ms. Desrosiers said that she liked Option C. Ms. Wunsch asked if there had been any issues with the libraries in NH that have re-opened. Director Fleming said that the Manchester Library had a patron that refused to wear a mask, so they had to ask him to leave. Chair Oscadal acknowledged that the weather will be forcing the outdoor lab to move inside soon.

Mr. Swan would still like to keep the Library closed for browsing and only move forward with moving the outdoor tech inside. He is only comfortable with Option A. Ms. Sharfstein thought that when the patrons made an appointment for browsing that they would need to give their name and phone number which would enable contact tracing. Deputy Director Lappin did not think appointments would be made. The Library would be open 3 days a week and it would be on a first come, first serve basis. Director Fleming said that the plan they have does have appointments included in it.

Ms. Laura Barrett joined by phone at 7:54PM.

Chair Oscadal would like computer use moved into the building and have the patrons make appointments to come into the library for the safety of the staff and other visiting patrons. He is leaning toward Phase 4, Option C but not to re-open until after November 3rd. Ms. Valiante agreed with Chair Oscadal and would like to have a time limit given on the appointments.

Ms. Sharfstein left the meeting at 8:04PM.

Director Fleming said the appointments would probably be in ½ hour increments. Deputy Director Lappin said she believed they would make the appointments on the half hour and not in 15-minute increments.

Chair Oscadal called for a vote on each option.

Option A (bring the outdoor lab into the community room only): Ms. Susan Valiante, Mr. Morgan Swan
Option B (open the library up all the way): None
Option C (bring the outdoor lab into the community room and have some browsing of books in the room as well): Ms. Susan Desrosiers, Ms. Emma Wunsch, Chair Francis Oscadal, Treasurer Stephen Taylor
Ms. Laura Barrett abstained.

Reopening would take place sometime after November 3rd, 2020.

6. APPROVE REVISED REFERENCE POLICY:

Deputy Director Lappin spoke on the revised reference policy. She explained that the staff worked hard to update the policy and make it more concise. Director Oscadal wanted just one thing changed and that was to change “work on the reference desk” to “work at the reference desk” or “on-duty at the reference desk”.

Mr. Swan *MOVED* to approve the revised reference policy as presented in the September 29th, 2020 agenda packet.

Seconded by Ms. Wunsch.

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Laura Barrett, Morgan Swan, Susan Weber Valiante, and Emma Wunsch all voting Yea.

None voted Nay.

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

7. COMMITTEE REPORTS:

Mr. Swan updated the group on the Library Foundation meetings. The Foundation just submitted a grant request to the Mascoma Bank Foundation for renovations on the Library. They have also been doing a lot of work on identifying potential donors for the project and working with Heidi and Angela. Director Fleming said everyone is happy with Angela and Heidi and Phil Bush the Foundation Treasurer has been very helpful in working on the fundraising for the renovations. The Foundation is also not going to hire a grant writer, Mr. Bush has been doing that job.

8. REPORT FROM DIRECTOR:

Director Fleming suggested that there be a joint meeting between the Trustees and the Foundation on November 10, 2020. The bylaws say that a meeting needs to take place. The CIP meeting will be on October 21, 2020. It is not a public meeting, but the Library Trustees can have a representative or two there. The City Manager had suggested that the Trustees may want to reach out to the City Councilors before this meeting about the renovation plans. Treasurer Taylor should be able to attend the meeting.

Director Fleming also spoke on the issues and plan for the North side of the Kilton Library. Originally the Library was talking about putting up a fence, but now they do not think they will need to after all. The steps that have been taken to stop the congregation of people in that space seemed to have calmed things down.

Director Fleming also asked the Trustees for their permission to accept a gift from Ms. Fran Chickering of a handcrafted rocking chair in memory of her grandmother.

9. REPORT FROM THE DEPUTY DIRECTOR:

Deputy Director Lappin spoke about the Furniture Committee and believed that they will be adding more rocking chairs made from wood. They are looking at easily cleanable furniture. The inter-library loan with the state Library has resumed, because of quarantining items, it will take a little while longer than usual, but at least it is back up and running. Contactless free pick up is still going strong and making the patrons happy. Trivia online is also still very popular.

10. STAFF APPRECIATION DISCUSSION:

Ms. Barrett spoke on doing something to show the Library staff the appreciation of the Trustees for all that they have done during the pandemic. She had suggested doing personalized, handwritten notes for the staff members. Mr. Swan thinks this is a very good idea and likes the idea of a personalized note. Treasurer Taylor said that a note of gratitude is a great idea. Ms. Valiante said she thought a personal note was a charming idea.

Ms. Barrett said she could order some nice stationary and get some postage to send out the appreciation cards. She will work with Director Fleming and Deputy Director Lappin to get cards sent out to the staff members.

11. OTHER BUSINESS: None

12. ADJOURNMENT:

*A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:45 PM.
The MOTION was seconded by Ms. Valiante.*

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Emma Wunsch, 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