

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
LEBANON PUBLIC LIBRARY
TUESDAY, February 25, 2020
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Morgan Swan, Ann Sharfstein (Alt.)

MEMBERS ABSENT: Susan Weber Valiante (Secretary), Laura Barrett, Laura Braunstein, Emma Wunsch (Alt.)

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

The Board welcomed Corrine Erskine and Katie Harding to the meeting. Both have applied for the open Alternate position on the Library Board of Trustees.

2. APPROVAL OF MINUTES: January 28th, 2020

**Ms. Desrosiers MOVED to approve the January 28th, 2020 Minutes as amended below and presented in the February 25th, 2020 agenda packet.
Seconded by Ms. Sharfstein.**

Amendments:

Page 2, Line 1, Change “two bathrooms” to “one bathroom”

Page 2, Line 3, Remove “One proposal is the elimination of the staff only bathroom”

Page 2, Line 25, Remove the “e” at the end of “Barrette”

Page 2, Line 31, Add “year” after “The 2019 budget”

Page 3, Line 5, Remove the “e” at the end of “Barrette”

Page 3, Line 6, Remove the “e” at the end of “Anne” and at the end of “Barrette”

*** The Vote on the MOTION passed (4-0).**

3. ACCEPTANCE OF GIFTS: There were no gifts.

Mr. Morgan Swan arrived at 7:07 PM.

4. APPROVE THE FINANCIAL REPORT:

Mr. Taylor has not received the information on the Special Funds for January yet so that will need to wait until the March meeting. This is the first month of the operating year, there are new budget numbers. Most notable in this year’s budget compared to 2019 is the employee benefits line has been replaced with “Life and Disability insurance”. Over the year this line item has decreased from \$159,000 to \$7,000. The employees are still receiving the benefits so there is no change in overall operations.

However, payroll related costs are now a smaller part of the budget compared to prior years. Wages for the month are over budget. This may be related to the number of pay periods in January and will correct itself by the end of March. This is offset by building & grounds expenses being under budget by \$5,000 and book purchases under budget by \$3,500. Both areas will balance out in the next few months.

Mr. Oscadal asked where the left-over wages went if they were not used by the library? Do they go into the Library Surplus or back to the City? Director Fleming explained that if the Library is on budget on all line items then the City of Lebanon does not give them anything and the Library does not give back anything. The entire Library Budget works that way.

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

Seconded by Mr. Morgan.

****The Vote on the MOTION was approved (5-0).***

5. APPROVE CORRINE ERSKINE'S APPLICATION FOR OPEN ALTERNATE TRUSTEE POSITION:

Will take place at the next meeting

6. COMMITTEE REPORTS:

No Committee reports were given. Mr. Oscadal took the time to explain that Ms. Wunch and he will be leaving the Library Foundation Board in April and Ms. Desrosiers and Mr. Swan will take their places.

7. REPORT FROM DIRECTOR:

Director Fleming expects to have the costs in March for the Library renovation project. There is a survey out now about the renovation project and that is available on the ListServ, City web page, City newsletter, and in the new Library newsletter. This will allow the public to tell the Library what they want to see in the new renovations. There is also a paper survey available at each of the Library desks.

Fundraising for the project needs to start soon. As soon as the numbers for the renovation come in the Board should start reaching out to individuals, corporations and foundations for financial donations for the project. Director Fleming would like to come to the Board as opposed to the Foundation for help with creating brochures and such for the fundraising efforts. After numbers come in for the renovation then a decision will need to be made as to whether the Board wants to fund the renovation projects and if so, how much work does the Trustees want to have done.

The new alternate work policy draft was going to be presented tonight. Director Fleming, Mr. Swan, and Ms. Barrett all worked on it together. Since Ms., Barrett was unable to make the meeting Director Fleming would like to hold off giving the presentation until the next meeting.

8. REPORT FROM DEPUTY DIRECTOR:

A new Young Adult Librarian has been hired, Nicole Rheume, effective April 13, 2020. She clearly loves teens and has a background in theater design. This will bring a unique skill set to the Library.

Celeste has started to send out a new Library E-Newsletter. So far there are about 300 people signed up to receive the newsletter.

There were several fun events that took place at the Library during Winter Break. There was a Toast Party that 40 people attended. They had 50 people in to watch Frozen 2 at the end of the week and Margo the reading dog has been in a few times. She usually comes in every other week.

The Library has recently changed the subject heading in the Library Catalog search from “Illegal Aliens” to “Undocumented Immigrants”.

Mr. Oscadal asked if the survey for the renovations and the new E-Newsletter had been put out on the Listserv for Lebanon? The answer was yes for the survey but not for the E-Newsletter. That suggestion will be given to Celeste to add it to there as well.

8. OTHER BUSINESS:

Director Fleming asked the alternate candidates if they had any questions. Ms. Erskine asked what the other committees were within the Library Board of Trustees? The answer was the Art Gallery Committee, Finance Committee, Facilities Committee, as well as other various Committees that are created as needed. There is also the Library Foundation Board that 2 members of the Trustees are on.

Ms. Harting asked what the difference between an alternate and a regular member was? An alternate cannot vote unless there was a need to replace a regular member who may be absent at a meeting. That is the major difference between the two positions.

9. ADJOURNMENT

A MOTION was made by Ms. Desrosiers to adjourn the meeting at 7:30 PM.

The MOTION was seconded by Mr. Taylor.

** The Vote on the MOTION passed (5-0).*

Respectfully submitted,
Barbara Higgins
Recording Secretary