

FINAL

**LIBRARY BOARD OF TRUSTEES  
KILTON PUBLIC LIBRARY  
Tuesday, May 28, 2019  
7:00 PM**

**MEMBERS PRESENT:** Susan Weber Valiante (Secretary), Stephen Taylor (Treasurer), Susan Desrosiers, Laura Barrett, Laura Braunstein, Ann Sharfstein (Alt.) and Emma Wunsch (Alt.)

**MEMBERS ABSENT:** Francis Oscadal (Chair), Morgan Swan

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

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**1. CALL TO ORDER – Susan Weber Valiante called the meeting to order at 7:00 PM.**

**2. Acceptance of Gifts: None**

**3. Approve the Financial Report:**

Mr. Taylor emailed the financial documents to the members. The budget is where it is expected to be. Full time wages are still below budget and the new hires will correct that discrepancy. Benefit expenses are higher than expected, and it is believed that an extra payment was required during the month. This will even out over the next few months. The budget will draw against Special Funds for facility improvements and against City funds for book purchases. Things are going according to plan and overall the finances are where everything should be.

*A MOTION was made by Ms. Weber Valiante to approve the May 28, 2019 Financial Report as presented.*

*The MOTION was seconded by Ms. Braunstein.*

*\* The vote on the MOTION was passed unanimously, (7-0).*

**4. Approval of Minutes-March 26, 2019 & April 23, 2019:**

*A MOTION was made by Ms. Sharfstein to approve the March 26, 2019 Minutes as presented in the packet.*

*The MOTION was seconded by Ms. Barrett.*

*\* The vote on the MOTION passed unanimously (7-0).*

*A MOTION was made by Ms. Wunsch to approve the April 23, 2019 Minutes as presented in the packet, with amendments.*

*The MOTION was seconded by Mr. Taylor.*

Amendments: Remove Laura Barrett from members Present. Page1 Line 35 Remove ‘Risina’ and Add ‘Frisina’. Page 2 Line 33 Remove ‘him’ and Add ‘Director Fleming’. Page 2 Line 37 Add ‘Councilor’ after Association.

*\* The vote on the MOTION passed unanimously (7-0).*

## **5. Library Staffing Discussion:**

Whenever there are staff openings the staffing structure is reevaluated. There are two new openings due to the retirement of a library assistant and the resignation of the technical assistant. With those two openings, it was determined to hire an Outreach Librarian who can help build the adult programming and increase publicity for library programs. The person filling the position will work on publishing the programming as well as delivering some of the programming. With more efficient processes with the City and processes related to invoicing and cataloging, they will not need to replace the full-time position of the technical assistant.

Mr. McAndrew discussed the job description of the Outreach Librarian position. He is excited that this position will increase the offering of interesting programs, increase the number of people attending the programs, and increase people's awareness of library programs. This new staff person will work across all departments in the library; and will reach out to the residents to determine what is wanted by the community.

The members discussed what other libraries are doing to increase adult programming. The job description was reviewed, and the content of the description was compared to job descriptions at larger organizations. They examined the responsibilities and job qualifications. The members made some suggestions to add to the job description. The members do not feel the need to review the job description again.

*A MOTION was made by Ms. Barrett to approve the Outreach Librarian position.*

*The MOTION was seconded by Mr. Taylor.*

*\* The vote on the MOTION was passed unanimously, (7-0).*

## **6. Approve Outreach Librarian, Circulation Sub, Reference Sub and Custodial Sub Job Descriptions**

The City is incorporating all positions and job descriptions into City Ordinance 18. Three new job descriptions, the Reference Substitute position, the Circulation Substitute position and the Custodial Substitute position were developed.

*A MOTION was made by Ms. Sharfstein to approve the Library Reference Substitute position job description as it appears in the packet.*

*The MOTION was seconded by Ms. Barrett.*

*\* The vote on the MOTION was passed unanimously, (7-0).*

*A MOTION was made by Ms. Braunstein to approve the Library Circulation Substitute position job description as it appears in the packet.*

*The MOTION was seconded by Ms. Sharfstein.*

*\* The vote on the MOTION was passed unanimously, (7-0).*

*A MOTION was made by Ms. Braunstein to approve the Library Custodial Substitute position job description as it appears in the packet.*

*The MOTION was seconded by Ms. Barrett.*

*\* The vote on the MOTION was passed unanimously, (7-0).*

## **7. Committee Reports:**

The art exhibit of high school media is coming down in May. On June 1<sup>st</sup>, Sam Wiebkin will be hanging her show.

The Foundation Meeting was held, and everyone was voted back in, to maintain their current positions. There is also a new member.

## **8. Report from Director:**

Director Fleming has been working with the City Manager on the Capital Improvement Project (CIP) process. Last year the architects advised it will cost \$80,000 to get the design and engineering done for phase two of the building repairs that need to be done, and to hire a project manager. That is going into the 2020 CIP. He is working on a proposal to improve the HVAC systems for the Lebanon library and \$140,000 will be requested for those improvements. The building needs to be energy efficient and the insulation is being evaluated to determine the type and size of boilers and air conditioners that will be needed. They may move to heat pumps that would provide 85% of the heat and they would keep a boiler system to assist with heat if it is needed. They are discussing where the fuel storage tanks will be situated. He feels confident that the budget will cover the improvements. The City Manager is asking Director Fleming to estimate an amount of money that will be needed over the next six years for CIP.

There is a request for members to serve on a new committee, the Building Committee. Some of the current members that served on the renovation committee may be interested in serving on the new committee.

Mr. McAndrew talked about the 2020 budget priorities. There is an ongoing list of staff suggestions. The first high priority is to increase the furniture budget for Kilton Library. That furniture is now 10 years old and several pieces that are heavily used are showing wear. The second important priority is the purchase of a new micro film reader that scans. It is still used regularly. The cost is about \$5500. An increase to the programming budget is planned, as well as adding water bottle filling stations, one at each library, for approximately \$4000. The cool stuff budget for repairs and replacement and adding new things will be increased. Lastly, the lowest priority is the redo of the staff room at the Lebanon library.

## **9. Report from Deputy Director:**

There are three new hires this month. Jaki Frisina started in the last two weeks. Phillip Wiebkin, who started as a volunteer, has been hired as the Library Technical Assistant. He will be a good fit because of his skill set, his past professional experience and his history with the libraries. The third hire is a new circulation substitute, Sheila Stone, who will be starting this week.

Staff from the ALA Washington office toured three New Hampshire Libraries. They are interested in doing some programming related to the Presidential Primaries at the libraries. Lebanon may be considered as one of the locations.

The summer reading program is starting June 12th, and the theme is science. There are some interesting and exciting opportunities this summer, like a portable astronomy dome. There will be a virtual reality program. There are some interesting teen events happening. They will be doing a computer autopsy. And they have a community garden.

**10. Other Business:**

None

**11. ADJOURNMENT:**

*A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:10 PM.*

*The MOTION was seconded by Ms. Wunsch.*

*\* The vote on the MOTION passed (7-0).*

Respectfully submitted,

Linda Billings

Recording Secretary