

FINAL

**LIBRARY BOARD OF TRUSTEES
KILTON PUBLIC LIBRARY
Tuesday, April 23, 2019
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Susan Weber Valiante (Secretary), Stephen Taylor (Treasurer), Susan Desrosiers, Morgan Swan, Laura Braunstein, Ann Sharfstein (Alt.) and Emma Wunsch (Alt.)

MEMBERS ABSENT: Laura Barrett

STAFF PRESENT: Sean Fleming (Library Director), Amy Lappin (Library Deputy Director)

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

2. Acceptance of Gifts: None

3. Approve the Financial Report:

Members of the Board received the analysis of City Operating Expenses for March 2019 and Special Funds for February 2019 for their review in advance of the meeting. Mr. Taylor reported in his email that the libraries continue to operate close to budget in both areas after adjusting for seasonal expenses. He reviewed the reports with the Board, noting the libraries continue to be under budget in the City funds, but not by much in the payroll area and are spending more in the repairs and maintenance area. For the Special Funds, we only have the January and February reports at this point, but have spent \$14K more than we have taken in - this is something we can take control over later in the year. We are still waiting to see our money from the City (\$23K +) and assumed that was deposited in March, which would bring us over budget.

A MOTION was made by Ms. Weber Valiante to approve the April 23, 2019 Financial Report as presented in the agenda packet.

The MOTION was seconded by Mr. Swan.

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

4. Approval of Minutes-March 26, 2019:

Deputy Director Lappin said that the March 26 meeting discussion regarding the findings from the Internet Task Force was confusing to follow and, since the Internet Task Force conclusions are important to the community, the Board took the following action:

A MOTION was made by Mr. Swan Moved to Table the March 26, 2019 Minutes so revisions could be made.

The MOTION was seconded by Ms. Desrosiers.

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

5. Library Staffing Discussion:

Director Fleming informed the Board that an offer was extended to Ms. Jacqueline (Jaki) Risina for the Systems Librarian position. She has accepted this offer and will start her employment on May 13, 2019.

Director Fleming also informed the Board about the retirement of Virginia Hart, who has been with the Lebanon Libraries since 2007. The Board gave their approval for him to post the 28 hour/week regular part-time Technical Administrative Assistant position.

Director Fleming informed the Board about possibly hiring a newly created Programming and Publicity Librarian position, noting that the Board will have a Non-Public Session at the May meeting to examine the responsibilities, job qualifications and job description for this position. He will provide a draft of the job description for the Board's review. Since Lebanon's HR is overextended at this time, he also suggested that this position be vetted through a private HR consultant (+/- \$300) to expedite the hiring process. A discussion took place regarding this potential position and the importance of keeping staff involved with, and informed about, future developments.

6. Committee Reports: None

7. Report from Director:

Director Fleming informed the Board about the following:

- In 2019 the libraries are anticipated to have a significant surplus in funds.
- Greg Colby has been hired to replace the retiring Finance Director, Len Jarvi.
- Mr. Mulholland, City Manager, is making changes to Ordinance 18 and is starting the process of completing job descriptions for every City of Lebanon employee that is out of Ordinance 18. He is also looking at pay scales.
- Mr. Mulholland wanted the Board to take a closer look at the Trustee and Trust Funds to see if those funds should reside with the Board. After a review with legal counsel, it was determined that funds should still reside with the Library Board of Trustees Trust Funds. (This all relates back prior to 1999 when this Board was not a governing Board and those funds were given to the City.)
- A determination was made that Chuck's position should be exempt from the union. The Public Relations Board has authorized the removal of all Library Union positions. The next will be for the City Council to make a change to Ordinance 18.
- Landfill tickets will no longer be sold at the libraries
- Kudos to Chuck for his help in the process of acquiring/procuring a Records Management System.
- Chuck will be working on the libraries budget with Sean this year in order to help with the budgeting process, so librarians can develop skills.
- Tad Montgomery is working to implement solar energy and will be working with the Heritage Commission on this as it pertains to the Lebanon Library.
- Deputy Director Lappin was elected as an ALA (American Libraries Association) Councilor at Large. This is a 3-year term.

8. Report from Deputy Director:

Deputy Director Lappin about the following:

- For National Volunteer Week, gift cards were given to all the librarians to thank them for all their work and commitment to the Lebanon libraries.
- The Library will be looking for another Circulation Sub. with weekend availability.

- Celeste has been doing a great job with developing programs for teen groups.

9. Other Business:

Chair Oscadal wrapped up the Internet Filtering discussion and said that after the March 26 meeting, he called Mr. Vanier to inform him of what was talked about and how a decision that was made, since he was the person who initiated the whole discussion. He explained to Mr. Vanier that the Board did not think filtering was the way to go and that they were going to work, instead, on educational efforts and will be increasing/enhance things that the libraries were doing to make the internet a better experience. Mr. Vanier wanted Chair Oscadal to pass along his thoughts that he respects, very much, what do at the libraries, that he appreciates our efforts, and that he appreciates how we chose to handle this.

10. ADJOURNMENT:

A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:55 PM.

The MOTION was seconded by Laura Braunstein.

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

The meeting was adjourned at 8:55 PM

Respectfully submitted,
Dona E. Gibson
Recording Secretary