



**LEBANON LIBRARY BOARD OF TRUSTEES
OCTOBER 26, 2021 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve the September 28, 2021 minutes
 - 3. New Business**
 - A. Review the proposed sick leave cap reduction
 - B. Review the draft parental leave policy
 - C. Approve the financial report
 - 4. Committee Reports**
 - A. Facilities committee report
 - 5. Other Business**
 - A. Director's report
 - B. Deputy Director's report
 - 6. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, September 28th, 2021
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Michael J. Stebbins (Treasurer), Susan Weber Valiante (Secretary), Ann Sharfstein, Donna Hartford, Tina Van Kley (Alt.), Doug Whittlesey (Alt.), Emma Wunsch

MEMBERS ABSENT: Morgan Swan

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

1 **1. CALL TO ORDER:** Chair Oscadal called the meeting to order at 7:00 PM
2

- 3 • During the absence of Morgan Swan, Doug Whittlesey was given voting privileges for this
4 meeting.
5

6 **2. APPROVAL OF MINUTES: July 20th, 2021**
7

8 **Mr. Whittlesey MOVED to approve the July 20th, 2021 Minutes as presented in the September**
9 **28th, 2021 agenda packet as amended.**

10 **Seconded by Ms. Valiante.**

11
12 **Amendments:**

13
14 Page 1, Line 27 Add “balance” after “positive”

15 Page 2, Line 27 Change “(5-1-0)” to (5-0-1)
16

17 **Roll Call Vote:**

18 **Francis Oscadal, Michael Stebbins, Doug Whittlesey, Emma Wunsch, Ann Sharfstein, and Susan**
19 **Weber Valiante all voting Yea.**

20 **None voted Nay.**

21 **Donna Hartford Abstained.**
22

23 ** The Vote on the MOTION was approved (6-0-1).*
24

25 **3. NEW BUSINESS:**
26

27 **A. Approve Financial Report:** Treasurer Stebbins gave the financial report. He said the City Funds
28 were in a positive balance for total operating expenses. He said they were under budget, mainly because
29 of wages, the employee wages were under by \$95,000.00. They were overbudget in the repairs and
30 maintenance area by about \$10,000.00 and above budget by \$11,000.00 in books. In the special funds
31 they were in a deficit balance of \$4,600.00 in June. Treasurer Stebbins went on to explain the cause of
32 that. In July the deficit balance rose by approximately \$6,000.00 and this was caused by books on CDs.
33 The deficit balance in August went up to approximately \$15,000.00
34
35

1 ***A MOTION was made by Ms. Sharfstein to approve the Financial Report as presented.***
2 ***Seconded by Mr. Whittlesey.***

3
4 **Roll Call Vote:**

5 **Francis Oscadal, Michael Stebbins, Doug Whittlesey, Ann Sharfstein, Donna Hartford, Emma**
6 **Wunsch, and Susan Weber Valiante all voting Yea.**
7 **None voted Nay.**

8
9 **** The Vote on the MOTION was approved (7-0).***

10
11 **B. Recommend the City Council appoint Scout Noffke as an Alternate Trustee:** Discussion was had
12 among the members about recommending Scout Noffke as an Alternate Trustee. She worked with Mr.
13 Morgan Swan at the Dartmouth Library. She had put her application in with the City of Lebanon. She
14 attended the Library Board of Trustee's meeting in July as a prerequisite.

15
16 ***A MOTION was made by Ms. Weber Valiante to recommend to the City Council that they appoint***
17 ***Scout Noffke as an Alternate Trustee.***
18 ***Seconded by Mr. Stebbins.***

19
20 **Roll Call Vote:**

21 **Francis Oscadal, Michael Stebbins, Doug Whittlesey, Ann Sharfstein, Donna Hartford,, Emma**
22 **Wunsch, and Susan Weber Valiante all voting Yea.**
23 **None voted Nay.**
24 **Ann Sharfstein Abstained.**

25
26 **** The Vote on the MOTION was approved (6-0-1).***

27
28 **C. Reapprove the Investment Policy:** Mr. Whittlesey spoke to the Board and explained his
29 recommendation on possible changes to the wording of the Investment Policy. He believed the wording
30 should be modified to come more into synch with the Board's current investment practice.

31
32 Board members and Director Fleming ask Mr. Whittlesey questions about his background and about the
33 word changing of the policy and he answered the questions.

34
35 ***A MOTION was made by Ms. Whittlesey to strike, "and our desire for modest growth of principal from***
36 ***appreciation".***

37
38 ***The motion failed due to a lack of a second.***

39
40 Discussion was had on whether to reapprove the investment policy that night or push it off to November
41 for more information.

42
43 ***A MOTION was made by Ms. Sharfstein to reapprove the Investment Policy as is.***
44 ***Seconded by Ms. Weber Valiante.***

45
46 **** The Vote on the MOTION was approved unanimously (7-0).***

47
48 **4. COMMITTEE REPORTS:**

49
50 **A. Facilities Committee Updates:** Director Fleming said the reopening of the Lebanon Library was
51 pushed back by about a month due to shelving not arriving in time. Supply chain issues have caused the
52 delay. It looked like the shelving would not be in until closer to October 20th, 2021. Since the reopening

1 date would be pushed back it was decided that the reopening celebration would be held in the Spring
2 when the weather would be nicer and warmer.

3
4 Director Fleming also talked about several overdoses that happened at the Kilton bus stop. It was
5 suggested by neighbors and the Lebanon Police that the library should have cameras. The Lebanon
6 Police Department said they would like to see a camera outside pointing toward the bus stop so they
7 could see what was happening there and be able to respond more quickly if someone was to overdose out
8 there again.

9
10 Director Fleming also explained that the library had been broken into over a couple of days, recently. The
11 library lost some cash and approximately \$800.00-\$1,000.00 worth of equipment. The Board members
12 discussed whether they should have cameras installed or not. It was decided by the Trustees to not have
13 cameras installed.

14
15 **B. Library Foundation Report:** Director Fleming reported that the Library Foundation was less than
16 \$2,000.00 from the \$300,000.00 goal the Foundation set for the Lebanon Library renovation.

17 18 **5. OTHER BUSINESS:**

19
20 **A. Director's Report:** Director Fleming reported that City Manager Shaun Mulholland was planning on
21 lowering the sick leave cap from 960 hours to 600 hours for existing employees and lowering the cap for
22 new employees to 480 hours. After meeting with Manager Mulholland, Director Fleming felt he could
23 not recommend to the Board the lowering of the sick leave cap. He would like the library to leave the cap
24 at 960 hours. Manager Mulholland did come to the all-staff Library meeting recently and fielded
25 questions by the staff about the proposed cap on time. He also said that Manager Mulholland offered to
26 come and talk to the Board of Trustees about why he was suggesting the lowering of the sick leave cap.

27
28 The Board members discussed the pros and cons of lowering the sick time cap. Director Fleming
29 explained that if the Board took no action on City Manager Mulholland's sick time plan, then the cap of
30 hours would automatically take place on the first of the year. It was decided to invite City Manager
31 Mulholland to speak with the Board members about the proposed sick leave cap.

32
33 Director Fleming talked about an employee who would be giving birth at the end of December. He asked
34 the Board if they would like to review the maternity leave policy and update it. It was decided that a
35 committee would be formed to look over the policy and make recommendations to the Board of Trustees.
36 Ann Sharfstein, Amy Lappin, Tina Van Kley and Lauren volunteered to be on the committee

37
38 Director Fleming asked what the Board thought of a vaccine mandate for the employees of the library.
39 Discussion was had among the Trustees. They questioned how many staff members were already
40 vaccinated. They discussed the reasons for and against creating a vaccine mandate. Director Fleming
41 said he would draft up a mandate policy for review by the Board of Trustees.

42
43 Ms. Sharfstein left the meeting at 8:30PM. Ms. Tina Van Kley was appointed to vote in place of Ms.
44 Sharfstein.

45
46 Director Fleming said that the Board would be talking about a new circulation policy at the next Board
47 meeting. He said they would discuss possibly extending library privileges to homeless people and extend
48 the reduced rate of \$20.00 per household for teens to Hartford, VT residence.

49
50 He also reported that there were no budget cuts made to the library budget by City Manager Mulholland.

1 **B. Deputy Director's Report:** Deputy Director Lappin told the Board about the new interface catalog
2 program called Aspen that the library had acquired. She said that it was a great new program. She also
3 reminded the Board of the first round of ARPA grants that the library had received and what they used the
4 money for. She said they were in the process of applying for Round 2 of the grants.
5

6 **6. ADJOURNMENT:**
7

8 *A MOTION was made by Ms. Weber Valiante to adjourn the meeting at 8:42 PM.*
9 *The MOTION was seconded by Mr. Stebbins.*
10

11 ** The Vote on the MOTION was unanimously approved (7-0).*
12

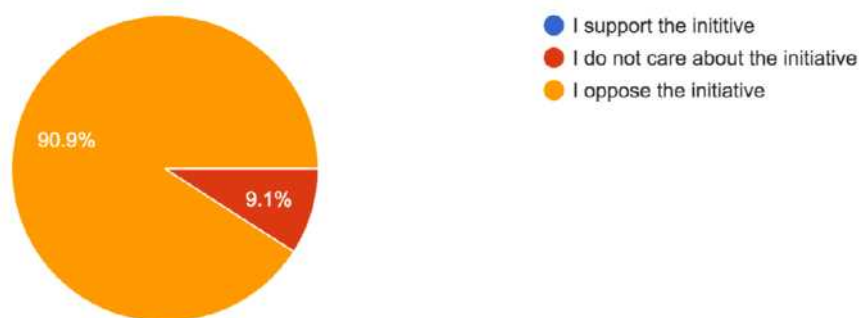
13 Respectfully submitted,
14 Barbara Higgins
15 Recording Secretary

What do you think about Mulholland's proposal to reduce the sick leave cap from 960 hours to 600 for grandfathered employees and 480 for new hires?

11 responses

What do you think about Mulholland's proposal to reduce the sick leave cap from 960 hours to 600 for grandfathered employees and 480 for new hires?

11 responses



11 responses

I support the initiative 0%

I do not care about the initiative 9.1% (1 response)

I oppose the initiative 90.9% (10 responses)

Please explain any relevant thoughts or concerns you may have about the sick leave cap proposal10 responses

1. It stinks!
2. I think the city should honor the terms under which people were hired.
3. How much sick leave does the average employee take? I can see the financial benefits for the city to reduce the overall sick leave if that number is very low, but there needs to be something in place for the employee that may be going through something out of the ordinary.
4. I can't think of a worse time to propose this than during a pandemic of a disease that can cause long-lasting symptoms which could easily put someone out of work for several months. According to the city manager there were two city

employees who allegedly took advantage of their earned sick leave, but this proposal seems like an overreaction to what should probably have been a disciplinary issue with those two employees. If I was a job candidate for a city department and I heard about this proposal I would focus my search somewhere with a better sick leave policy. This raises huge red flags about the cost-cutting measures this city manager is willing to take and makes me wonder what is next, if earned sick leave is now in danger.

5. This is an absolutely terrible decision. It removes very crucial protections for city workers who have been diagnosed with complex or chronic diseases and who require extensive treatment. This is making an already terrible situation – being diagnosed with cancer, or injured severely in a car accident or house fire, for example – even worse by threatening an employee's livelihood and ability to return to work once the medical crisis has passed. Medical crises often lead to devastating financial ruin for families and good protective benefits are not a "fringe" or "extra" benefit – they are a bulwark against calamity and should be protected at all costs. What's more, the only monies recovered by such a policy change, are hypothetical budget outlays that only become real if someone, like a cancer patient or burn victim, needs them. We should help our sick and injured colleagues, not kick them when they are down. The only argument that Mr. Mulholland has made in support of this, is one of supposed "fairness". I think this is a weak argument on its face – that because one category of employees has worse benefits than another, that they should all be dragged to the same low point together. What's more, the fact that one category of city employee has bargained away their sick leave during a contract negotiation in exchange for something that they believe will benefit them, means that ALL city employees have to accept that same cut in benefits without anything compensatory is patently unfair, and should be seen as the terrible deal that it is. "Fairness" as an argument in this context, is ridiculous.
6. This seems like an especially poor choice during a pandemic. If an employee has earned sick time, that is part of their compensation. We are all healthier if employees can stay home when they are sick without worrying about penalties!
7. it's unfair
8. Those of us who are permanent part-time have already lost compensation for unused sick leave upon termination of employment, so why do they now want to reduce the cap on sick leave? There can't be that many permanent part-time staff members who are at the maximum anyway, and it seems like a discriminatory

way to reduce budget line items. Permanent part-time staff seem to be slowly losing what few benefits we do have. We put in the work hours to earn that sick time, and we should be allowed to continue to accumulate them. Unlike full-time staff, permanent part-time staff are responsible for paying for their own health insurance. A serious illness for a permanent part-time staff member could be catastrophic financially, and the current earned sick time would help defray some of the costs that insurance doesn't cover. If this policy does take effect, will there be compensation for the already earned sick time that's over and above the 600 hour cap?

9. I think reducing the sick leave cap hours is a terrible idea. 960 hours (24 weeks) is a reasonable amount of time for accrued sick leave, and reducing it to 480 (12 weeks) is reducing that by half, which is drastic. In an instance that someone has a chronic illness, or has a sick child, having those extra weeks could mean the difference between keeping their job or not. Especially during a pandemic, I think this policy is not being sensitive to staff needs, and makes staff retention less possible.

10. I inquired about a city sick leave "bank" in which employees who need more sick time due to extended illness would be able to pull from, and was told that this is not something the city manager approves of as well. So there are no further options for staff that may find themselves in situations which required extended leave for longer than 12 weeks.

I also think that penalizing all staff by reducing hours for everyone, when only a select few (not in the library) are abusing the system is unfair. It is poor management, instead of solving the problem of abuse by a few people, he is proposing to just take it away from everyone. This choice is treating a symptom of abuse, instead of getting to the root of the problem. These are benefits that were given to us initially, and to take them away by reducing the hours by half is absolutely absurd.

Additionally, there is the issue of the tiered hour cap between staff that should be addressed. I think that disparity between staff members who have reached beyond 600 hours being grandfathered in to that 600 cap, while current employees who have not reached the higher limit will be capped at 480 is a glaring problem. I feel as though this could potentially cause animosity between staff members, which would lower moral.

Furthermore, this drastic reduction in accrued sick leave could make taking a job less appealing to future employees. This may make attracting younger and higher qualified staff members for future positions more difficult.

Lastly, Mulholland is trying to promote a "family friendly" work place, but reducing sick hours is anything but that. When it is taken into consideration that currently maternity leave is counted as sick time, and parents need to use sick time as well to take time off for sick children, as well as for their own ailments, places an even higher burden on families, especially newer families. Having a higher cap for accrued time is necessary for this.

In summation, I cannot support this policy change, due to all the aforementioned issues that may arise.

11. The COVID19 pandemic is affecting our mental and physical health, causing havoc on families. So learning that Mulholland has proposed to reduce the sick leave cap is sad and disappointing; I am anxious about not having enough sick hours in the event I may need it. I believe all the employees should have the same sick leave cap, it makes a stronger team, having each other's back.

PARENTAL LEAVE POLICY: Draft
(Adapted from WomenEmployed)

I. DEFINITIONS

1. Parental Leave: Leave that can be taken connected to the birth of an employee's child or the placement of a child within an employee's home through adoption or foster care.
2. Eligible Employee: An employee who has been employed by Lebanon Public Libraries for at least six months and is classified as a full-time or part-time regular employee, as defined by Lebanon Public Libraries.

II. ELIGIBILITY

To qualify for Parental Leave under this Policy, the employee must meet the following conditions:

1. The employee must have been employed by the library for at least six months and be classified as a full-time or part-time regular employee, as defined by Lebanon Public Libraries.
2. The employee must also meet one of the following criteria:
 - a. Have given birth to a child;
 - b. Be a spouse or committed partner of a person who has given birth to a child;
 - c. Have a child who is 17 years old or younger placed within their home through adoption or foster care.

This provision does not apply to the adoption of a stepchild by a stepparent or to people who become stepparents through marriage.

III. LEAVE PROVISIONS

1. Eligible Employees may take up to 12 weeks (60 days) of Paid Parental Leave for a birth or adoption. Employees may choose how to use these 60 days according to their own needs. Employees may take the 60 days consecutively or not or in any combination.
2. Paid Parental Leave begins upon the birth or placement of the child. If time off is needed prior to the birth or adoption of the child, vacation and/or sick time should be utilized.
3. All Paid Parental Leave described in this Policy shall be available for a 12-month period following the birth or adoption of a child.
4. The fact that multiple births or placements may occur does not increase the length of Paid Parental Leave.
5. Upon termination of employment, the employee shall not be eligible for payment for any unused Paid Parental Leave.

6. Benefits will remain the same while an employee is on Paid Parental Leave.

7. An employer may take disciplinary action, up to and including termination, against an employee who uses Paid Parental Leave for purposes other than those described in this Policy.

REASON FOR POLICY

The purpose of the Policy is to give parents additional flexibility and time to bond with their new child and adjust to their new family situation. Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations.

City funds expended as of Sept 2021

Account	Description	Budget	YTD	Balance	% Used
01-1100	FULL-TIME WAGES	565,060	393,171.38	\$171,889)	70%
01-1200	PART-TIME WAGES	236,670	115,565.64	\$121,104)	49%
01-1201	PART-TIME WAGES:CUSTODIAL	85,230	64,286.71	\$20,943)	75%
01-2100	LIFE/DISABILITY INSURANCE	7,210	4,441.64	\$2,768)	62%
01-2200	FICA & MEDICARE	66,850	43,375.96	\$23,474)	65%
01-2301	RETIREMENT:MUNICIPAL	71,310	47,086.65	\$24,223)	66%
01-2600	WORKERS' COMPENSATION	3,160	2,150.78	\$1,009)	68%
01-3300	OTHER PROFESSIONAL SERVICES	0	2,031.12	-2,031	#DIV/0!
01-4300	REPAIR/MAINT SERVICES	8,700	10,965.86	(\$2,266)	126%
01-4420	RENTAL:EQUIPMENT/VEHICLES	2,050	1,539.38	\$511)	75%
01-5300	TELE/COMMUNICATIONS SYSTEM	9,280	7,225.26	\$2,055)	78%
01-5400	ADVERTISING	1,000	0	\$1,000)	0%
01-5600	DUES/MEMBERSHIPS	1,080	678	\$402)	63%
01-5850	STAFF DEVELOPMENT	5,560	800	\$4,761)	14%
01-5870	TRAVEL	2,210	0	\$2,210)	0%
01-5875	MILEAGE	1,000	0	\$1,000)	0%
01-5900	OTHER PURCHASED SERVICES	6,000	5,017.99	\$982)	84%
02-4110	WATER	2,000	1,196.57	\$803)	60%
02-4120	SEWER	2,000	741	\$1,259)	37%
02-4300	REPAIR/MAINT SERVICES	47,110	43,119.62	\$3,990)	92%
02-6150	SMALL TOOLS/EQUIPMENT	31,500	29,828.35	\$1,672)	95%
02-6220	ELECTRICITY	40,000	28,479.53	\$11,520)	71%
02-6230	BOTTLED GAS	1,120	1,207.25	(\$87)	108%
02-6240	FUEL OIL	5,860	1,987.63	\$3,872)	34%
02-6300	MAINT MATERIALS	10,000	7,905.94	\$2,094)	79%
04-5900	OTHER PURCHASED SERVICES	8,500	6,277.42	\$2,223)	74%
04-6100	GENERAL OPERATING SUPPLIES	6,000	8,436.23	(\$2,436)	141%
04-6120	LIBRARY BOOKS/SUBSCRIPTIONS	27,500	30,451.74	(\$2,952)	111%
04-6200	OFFICE SUPPLIES	6,000	1,038.04	\$4,962)	17%
		\$1,259,960)	\$859,006)	\$400,954)	68%
			9 months out of 12		75%

10/19/21

Lebanon Public Library
Checking/Savings Balances
 As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	15,807.93
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	15,957.93
Total Current Assets	15,957.93
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	-162.53
Rainy Day Fund (City Surplus)	132,459.39
Total Savings Account MSB 556...	132,296.86
Total Long Term Assets	132,296.86
Total Other Assets	132,296.86
TOTAL ASSETS	148,254.79
LIABILITIES & EQUITY	
Equity	
Retained Earnings	170,204.93
Net Income	-21,950.14
Total Equity	148,254.79
TOTAL LIABILITIES & EQUITY	148,254.79

10/19/21

Lebanon Public Library
Cash In/Cash Out Statement
September 2021

	General Fund		TOTAL	
	Sep 21	Jan - Sep 21	Sep 21	Jan - Sep 21
Ordinary Income/Expense				
Income				
City Budget CarryOver Income	0.00	16,964.46	0.00	16,964.46
Contributions Income				
Foundation Contribution	0.00	170,000.00	0.00	170,000.00
Restricted Income	0.00	29,228.00	0.00	29,228.00
Total Contributions Income	0.00	199,228.00	0.00	199,228.00
Fees/Fines Income	310.00	2,838.82	310.00	2,838.82
Interest Income -				
Carter Funds	0.00	7,391.83	0.00	7,391.83
Fees/Fines Savings Int	1.09	10.78	1.09	10.78
Total Interest Income -	1.09	7,402.61	1.09	7,402.61
Total Income	311.09	226,433.89	311.09	226,433.89
Expense				
Accounting/Bookkeeping Ser...	200.00	800.00	200.00	800.00
Community Relations	42.00	228.88	42.00	228.88
Capital Improvements -				
Foundation Funded Projects	0.00	8,700.00	0.00	8,700.00
Building Improvements	0.00	170,000.00	0.00	170,000.00
Equip/Furn Costs -				
Misc. furniture	0.00	316.93	0.00	316.93
Outdoor Book Return	0.00	746.32	0.00	746.32
Total Equip/Furn Costs -	0.00	1,063.25	0.00	1,063.25
Total Capital Improvements -	0.00	179,763.25	0.00	179,763.25
Kilton Public Library				
Furniture/Fixtures for Kilton	177.62	177.62	177.62	177.62
Total Kilton Public Library	177.62	177.62	177.62	177.62
Advertising/Marketing	0.00	674.00	0.00	674.00
Books/Subscr/CD/DVD/Tapes	5,509.20	32,755.96	5,509.20	32,755.96
Dues/Memberships Exp	0.00	202.98	0.00	202.98
Education/Staff Development	0.00	40.00	0.00	40.00
Entertainment	0.00	341.22	0.00	341.22
Miscellaneous Exp	132.34	2,096.29	132.34	2,096.29
Office/Operating Supplies	333.64	4,031.08	333.64	4,031.08
Postage/Delivery	2.16	96.87	2.16	96.87
Professional Fees	0.00	20,481.78	0.00	20,481.78
Programs	404.54	3,778.26	404.54	3,778.26
Repairs/Maintenance				
Building	0.00	400.00	0.00	400.00
Grounds	0.00	1,013.32	0.00	1,013.32
Repairs/Maintenance - Other	0.00	1,400.35	0.00	1,400.35
Total Repairs/Maintenance	0.00	2,813.67	0.00	2,813.67

10/19/21

Lebanon Public Library
Cash In/Cash Out Statement
September 2021

	General Fund		TOTAL	
	Sep 21	Jan - Sep 21	Sep 21	Jan - Sep 21
Web Hosting/Domain Fees	0.00	102.17	0.00	102.17
Total Expense	6,801.50	248,384.03	6,801.50	248,384.03
Net Ordinary Income	-6,490.41	-21,950.14	-6,490.41	-21,950.14
Net Income	-6,490.41	-21,950.14	-6,490.41	-21,950.14

Buildings and Grounds Issues

report generated on Oct 18, 2021

Fix the compost situation at Kilton

In progress

- 1. make additional bins
 - Assigned to: Sean

Little Free Library by the Senior Center is leaking

To do

- 1. Paint
 - Assigned to: Ken

Done

- 1. Patch
 - Assigned to: KenSean

Playspace project

In progress

- 1. install plaque
 - Assigned to: SeanKen

conduit outside the Tech Services entrance at Kilton is inadequately sealed

To do

- 1. cap it
 - Assigned to: Ken

curb cut needed on Bank St by Lebanon Library for handicapped space

To do

- 1. take pictures of area and send to Jim Donison
 - Assigned to: Sean

drains on roof at Kilton are clogged

To do

- 1. muck out the drains
 - Assigned to: Ken

emergency exit door is rusting at Kilton

To do

- 1. Rust remover and paint
 - Assigned to: Ken

entryway doors are very difficult to use at Kilton

In progress

- 1. contact contractor
 - Assigned to: Sean

Done

1. find out which co. did the card swipe system at city hall
 - Assigned to: Sean
2. investigate changing the structure of the doors
 - Assigned to: Sean

front stair treads at Kilton are in need of repair

In progress

1. get recommendations for contractor
 - Assigned to: Ken

garden beds are rotted out at Kilton

To do

1. meet with community gardeners to plan for layout of beds
 - Assigned to: Sean

hvac controller failed at Kilton

In progress

1. investigate options for upgrading controls
 - Assigned to: Sean

investigate splitting up Director's office at Kilton

To do

1. find another co. for a quote
 - Assigned to: Sean

Done

1. Milestone working on an estimate
 - Assigned to: Sean

make Tech Services door automatically lock on the outside

Done

1. contact Fortified Lock
 - Assigned to: Sean

parking lot at Kilton has cracks

problems with lights at Kilton

To do

1. The lights sometimes will not come on/stay on in the patron areas - fix this.
 - Assigned to: Sean
2. Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on.
 - Assigned to: Sean

Done

1. determine cost for upgrading lighting to LED, improving the entire lighting system
 - Assigned to: Sean

put glycol in the system at Kilton

To do

1. contact Honeywell
 - Due on: Oct 23, 2021

- Assigned to: Sean

screen needs to be installed in upstairs meeting room Lebanon Library

In progress

1. schedule install
 - Assigned to: SeanKen

Done

1. make sure they have been delivered
 - Assigned to: Sean

stripe the parking lot at Kilton

To do

1. find a contractor to get the work done
 - Assigned to: Sean

tree work at Kilton, two trees coming out, one is having a leader removed

In progress

1. get the work done
 - Due on: Oct 09, 2021
 - Assigned to: Sean

Done

1. get proof of insurance from tree co.
 - Assigned to: Sean
2. make sure city is okay with removing the tree by the bus stop
 - Assigned to: Sean
3. get approval from facilities committee to remove
 - Assigned to: Sean
4. contact tree co.
 - Assigned to: Sean

update paper towel units in bathrooms at Kilton to make them uniform

To do

1. install units
 - Assigned to: Ken

In progress

1. 1- unit of Bobrick® ClassicSeries™ Surface Mount Convertible Auto Paper Towel Dispenser/Receptacle
 - Assigned to:
2. Ken and I are meeting tomorrow 9/30 to place the orders.
 - Assigned to:
3. 2 -units of Bobrick B-39747 ClassicSeries Recessed Convertible Automatic Universal Roll Paper Towel Dispenser and Waste Receptacle. I will place the order as soon Kent okay it. He will let me know tomorrow, needs to confirm how many units we will need. 9/27/21
 - Assigned to:

Done

1. order units
 - Assigned to: Kenmaria.ortiz
2. Find out from Brett who did the new units

- Assigned to: Sean

we have an invasive burning bush at Lebanon Library

Done

1. contact tree contractor about removal and adding this to the quote
 - Assigned to: Sean

Staff highlights

Hello!

I attended the Codeland Conference, and found it highly encouraging because I actually knew and understood a lot of the topics that they covered. It was exciting to see how much progress I've made in the last 2 years. Additionally, I found out about some new tools that I could use for web development, which will be helpful for our new website that we're working on. The main tools and talks that I was particularly excited about were for website accessibility, and addressed different ways that a website could be more accessible for everyone - whether it's more color contrast, larger buttons, anything that will make a website easier to use!

Best,
Jaki

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Jacqueline Frisina
Systems Librarian
Lebanon Public Libraries