



**LEBANON LIBRARY BOARD OF TRUSTEES
NOVEMBER 23, 2021 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. New Business**
 - A. Foundation report on capital campaign and annual appeal
 - B. Report changes in the foundation's investment policy & reserve fund's investment results
 - C. Approve the financial report
 - 3. Approval of Minutes**
 - A. Approve October 26, 2021 minutes
 - 4. Committee Reports**
 - 5. Other Business**
 - A. Approve parental leave policy
 - B. Sick leave cap discussion
 - C. Approve revised circulation policy
 - D. Director's report
 - E. 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.

City funds expended as of October 2022

Account	Description	Budget	YTD	Balance	% Used
01-1100	FULL-TIME WAGES	565,060	447,977	\$117,083	79%
01-1200	PART-TIME WAGES	236,670	132,281	\$104,389	56%
01-1201	PART-TIME WAGES:CUSTODIAL	85,230	72,904	\$12,326	86%
01-2100	LIFE/DISABILITY INSURANCE	7,210	5,038	\$2,172	70%
01-2200	FICA & MEDICARE	66,850	49,432	\$17,418	74%
01-2301	RETIREMENT:MUNICIPAL	71,310	54,734	\$16,576	77%
01-2600	WORKERS' COMPENSATION	3,160	2,445	\$715	77%
01-3300	OTHER PROFESSIONAL SERVICES	0	2,031	-2,031	#DIV/0!
01-4300	REPAIR/MAINT SERVICES	8,700	15,005	(\$6,305)	172%
01-4420	RENTAL:EQUIPMENT/VEHICLES	2,050	1,806	\$245	88%
01-5300	TELE/COMMUNICATIONS SYSTEM	9,280	7,795	\$1,485	84%
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	167	\$2,043	8%
01-5875	MILEAGE	1,000	0	\$1,000	0%
01-5900	OTHER PURCHASED SERVICES	6,000	5,525	\$475	92%
02-4110	WATER	2,000	1,197	\$803	60%
02-4120	SEWER	2,000	741	\$1,259	37%
02-4300	REPAIR/MAINT SERVICES	47,110	51,335	(\$4,225)	109%
02-6150	SMALL TOOLS/EQUIPMENT	31,500	37,961	(\$6,461)	121%
02-6220	ELECTRICITY	40,000	34,705	\$5,295	87%
02-6230	BOTTLED GAS	1,120	1,412	(\$292)	126%
02-6240	FUEL OIL	5,860	1,988	\$3,872	34%
02-6300	MAINT MATERIALS	10,000	8,970	\$1,030	90%
04-5900	OTHER PURCHASED SERVICES	8,500	6,343	\$2,157	75%
04-6100	GENERAL OPERATING SUPPLIES	6,000	8,578	(\$2,578)	143%
04-6120	LIBRARY BOOKS/SUBSCRIPTIONS	27,500	30,562	(\$3,062)	111%
04-6200	OFFICE SUPPLIES	6,000	1,147	\$4,853	19%
		\$1,259,960	\$983,557	\$276,403	78%
			10 months out of 12		83%

11/19/21

Lebanon Public Library
Cash In/Cash Out Statement
October 2021

	General Fund		TOTAL	
	Oct 21	Jan - Oct 21	Oct 21	Jan - Oct 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	569.99	3,408.81	569.99	3,408.81
Interest Income -				
Carter Funds	0.00	7,391.83	0.00	7,391.83
Fees/Fines Savings Int	1.07	11.85	1.07	11.85
Total Interest Income -	1.07	7,403.68	1.07	7,403.68
Total Income	571.06	227,004.95	571.06	227,004.95
Expense				
Accounting/Bookkeeping Ser...	0.00	800.00	0.00	800.00
Community Relations	0.00	228.88	0.00	228.88
Art/Framing	5,170.00	5,170.00	5,170.00	5,170.00
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	0.00	177.62	0.00	177.62
Total Kilton Public Library	0.00	177.62	0.00	177.62
Advertising/Marketing	0.00	674.00	0.00	674.00
Books/Subscr/CD/DVD/Tapes	3,232.78	35,988.74	3,232.78	35,988.74
Dues/Memberships Exp	0.00	202.98	0.00	202.98
Education/Staff Development	0.00	40.00	0.00	40.00
Entertainment	55.50	396.72	55.50	396.72
Miscellaneous Exp	47.99	2,144.28	47.99	2,144.28
Office/Operating Supplies	263.11	4,294.19	263.11	4,294.19
Postage/Delivery	11.76	108.63	11.76	108.63
Professional Fees	8,010.50	28,492.28	8,010.50	28,492.28
Programs	300.52	4,078.78	300.52	4,078.78
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	448.31	1,848.66	448.31	1,848.66
Total Repairs/Maintenance	448.31	3,261.98	448.31	3,261.98

11/19/21

Lebanon Public Library
Cash In/Cash Out Statement
October 2021

	General Fund		TOTAL	
	Oct 21	Jan - Oct 21	Oct 21	Jan - Oct 21
Web Hosting/Domain Fees	0.00	102.17	0.00	102.17
Total Expense	17,540.47	265,924.50	17,540.47	265,924.50
Net Ordinary Income	-16,969.41	-38,919.55	-16,969.41	-38,919.55
Net Income	-16,969.41	-38,919.55	-16,969.41	-38,919.55

11/19/21

Lebanon Public Library
Checking/Savings Balances
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	18,837.45
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	18,987.45
Total Current Assets	18,987.45
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	-162.53
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 556...	112,297.93
Total Long Term Assets	112,297.93
Total Other Assets	112,297.93
TOTAL ASSETS	131,285.38
LIABILITIES & EQUITY	
Equity	
Retained Earnings	170,204.93
Net Income	-38,919.55
Total Equity	131,285.38
TOTAL LIABILITIES & EQUITY	131,285.38

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, October 26th, 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 7:05 PM
2
3

4 **2. APPROVAL OF MINUTES: September 28th, 2021**
5

6 **Ms. Valiante MOVED to approve the September 28th, 2021 Minutes as presented in the October**
7 **26th, 2021 agenda packet as amended.**
8 **Seconded by Ms. Hartford.**
9

10 Amendments:

11
12 Page 2, Line 35 Change "Ms." To "Mr."

13 Page 3, Line 50 Change "cuts" to "reductions" and add "proposed" in front of "library"
14

15 ** The Vote on the MOTION was unanimously approved (6-0).*
16

17 **3. NEW BUSINESS:**
18

19 **A. Review the proposed sick leave cap reduction:** Director Fleming introduced City Manager Shaun
20 Mulholland who was invited to the Library Board of Trustees meeting to talk about the proposed sick
21 leave cap reduction.
22

23 City Manager Mulholland explained that the goal was to try to treat all employees of the city the same
24 across the Board and work to have the city employees have the same benefits. He explained to the Board
25 what the employees of the city currently had for sick leave benefits. He was proposing bringing the sick
26 leave cap down to a maximum of 600 hours that existing employee have already accrued and for
27 employees below 480, that would be the maximum that they could accrue.
28

29 Several Board members and Director Fleming asked questions of City Manager Mulholland and he
30 answered the questions. He explained that the City had short term disability that would help employees
31 supplement their sick time if they were out for an illness or injury. There was also long-term disability
32 insurance that could go into effect for up to two years.
33

34 Director Fleming felt that he could not advocate for the change with sick time for the employees of the
35 library at this time.

1 The Board of Trustees would need to vote to do something different than what will be in the City of
2 Lebanon's personnel policy if they did not agree with the proposed plan. The vote would need to be done
3 before the 1st day of 2022.

4
5 **B. Review the draft parental leave policy:** Ms. Sharfstein spoke on behalf of the ad hoc parental leave
6 committee. She outlined the proposed new parental leave policy they would like to have put in place for
7 the library employees. They were proposing 60 days paid parental leave be given for any birth or
8 adoption to be used in any way that the employee would like in the 12-month period directly after the
9 birth or adoption. The birth of twins or in a case where more than one child was being adopted in a 12-
10 month period would not double the 60 days given. The employees who would qualify for that leave time
11 would need to have been employed by the library in the last 6 months.

12
13 They created a draft that went to the lawyer who made some notes and sent it back to them. The
14 committee had not had time to review the notes made but they wanted to bring it before the Board of
15 Trustees sooner than later for review.

16
17 Questions on the proposed policy were asked and answered. City Manager Mulholland explained what
18 the city had available for parental leave for the employees with the City of Lebanon.

19
20 The committee will keep working on the new policy before it will come back before the Board for a final
21 vote of adoption.

22
23 **C. Approve the Financial Report:** Treasurer Stebbins gave the financial report. The city budget was
24 \$85,000.00 under budget at the end of September. This came from part time and full-time wages. They
25 were over budget in the repairs, maintenance, and book lines for the libraries. Special funds were in a
26 deficit at the end of September by \$21,950.00. Books and CDs had an increase of \$5,000.00.

27
28 *A MOTION was made by Ms. Sharfstein to approve the Financial Report as presented.*
29 *Seconded by Mr. Whittlesey.*

30
31 ** The Vote on the MOTION was unanimously approved (6-0).*

32 33 4. Committee Reports:

34
35 **A. Facilities Committee Report-** Director Fleming gave the facilities report on the Lebanon Library.
36 He said he was not sure when they would be able to re-open library. They were still waiting for some
37 doors and shelving to come in. They have moved everything back into the library and just need the
38 shelves to come in to put the books on. Director Fleming mentioned a possibility of putting a small ad in
39 the Valley News explaining to the public why the Lebanon library had re-opened yet.

40 41 5. Other Business:

42
43 **A. Director's Report:** Director Fleming reported that the Library Foundation met their fund-raising
44 goal of \$300,000.00 for the Lebanon Library renovations on Saturday. He also reported that the Library
45 Trustees would not be able to mandate that the employees of the library get the Covid-19 vaccine. The
46 State of NH just passed a law making that mandate illegal. Director Fleming said he was looking at
47 having a joint meeting of the Library Board of Trustees and the Library Foundation members at the next
48 meeting in November at 6:00PM. The Trustees meeting would then take place after the joint meeting.

49
50 **B. Deputy Director's Report-**Deputy Director Lappin said that Vicky Berdecio had resigned. She was
51 with the library for 9 years, though she will be coming back to volunteer. The library has also applied for

1 more ARPA Funds. Amber Coughlin was re-elected to the NH Library Association as the New England
2 Library liaison for her second three-year term.

3
4 **6. ADJOURNMENT:**

5
6 *A MOTION was made by Ms. Wunsch to adjourn the meeting at 8:15 PM.*
7 *The MOTION was seconded by Ms. Sharfstein.*

8
9 ** The Vote on the MOTION was unanimously approved (6-0).*

10
11 Respectfully submitted,
12 Barbara Higgins
13 Recording Secretary

Lebanon Public Libraries Parental Leave Policy

I. 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.

II. DEFINITIONS

1. Paid Parental Leave: Leave taken for the purpose of caring for and bonding with the employee's newborn child or child newly placed for adoption or foster care.
2. Eligible Employee: An employee who has been employed by Lebanon Public Libraries ("the Library") for at least six months and is classified as a full-time or part-time regular employee, as defined by Lebanon Public Libraries.

III. ELIGIBILITY

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

1. have been employed by the Library for at least six months;
2. be classified as a full-time or part-time regular employee, as defined by Lebanon Public Libraries; and
3. be seeking to take Parental Leave following:
 - a. The birth of the employee's child;
 - b. The placement with the employee of a child for adoption; or
 - c. The placement with the employee of a child for foster care.

IV. AMOUNT AND USE OF LEAVE

Eligible Employees may take up to 12 weeks (60 days) of Paid Parental Leave. Employees may take leave consecutively or intermittently or in any combination.

Paid Parental Leave is available upon the birth of a child or placement of a child for adoption or foster care. If time off is needed prior to the birth or placement of the child, paid or unpaid time off may be available pursuant to

state/federal law or other applicable Library policies including, but not limited to, FMLA (unpaid), RSA 354-A:7 (unpaid), vacation and/or sick time.

Parental Leave described in this Policy must be used within the 12-month period following the birth or placement.

The fact that multiple births or placements may occur (such as birth of twins or placement of sibling group) does not increase the length of Paid Parental Leave.

The Library 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, or who otherwise violates Library policies.

IV. PAY AND BENEFITS

While on leave, employees shall be paid for their regularly scheduled hours (excluding overtime) . Paid Parental Leave is subject to applicable taxes and benefit withholdings. Upon termination of employment, the employee shall not be eligible for payment for any unused Paid Parental Leave.

While on leave, group health insurance coverage and other employment benefits enjoyed by the employee before going out on leave shall continue on the same terms as if the employee were actively working. The employee shall continue to be responsible for paying their portion of any benefits. Benefits that accrue based on hours worked shall not accrue while an employee is out on Paid Parental Leave.

V. REQUESTING LEAVE

An employee who wishes to take Paid Parental Leave must make a written request for leave to the Library Director at least 30 days in advance of the anticipated start of the leave, or as soon as practicable. Failure to make a timely request for leave may result in the delay or denial of leave. The employee should also provide the anticipated end date for the leave and make any requests of intermittent leave at this time. It is understood that the anticipated start/end dates may be subject to changes based on actual birth, adoption, or placement date.

VI. COORDINATION WITH OTHER LEAVES OF ABSENCE

The Library complies with all state and federal leave laws. Unless prohibited by law, Paid Parental Leave under this policy shall run concurrently with any other leave available to an employee under law or policy, including, but not limited to the Family and Medical Leave Act and New Hampshire RSA 354-a:7,VI(b), which requires employers to grant female employees leave for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. Short term disability leave for employees who are eligible due to childbirth will run concurrently with this parental leave policy.

Lebanon Public Libraries Circulation Policy

Purpose

The purpose of this document is to explain the circulation of items from the Lebanon Public Libraries.

All library cardholders will be treated equally regarding access to library materials. No restrictions will be imposed based on the type of card held by the patron (teacher, student, etc.).

Eligibility for a Free Library Card

- Any resident of the City of Lebanon may obtain a free library card upon proof of ~~street address~~residency. Proof of ~~address~~residency may be in the form of a valid driver's license, received or USPS-cancelled mail, rent receipts, utility bills, tax receipts, or any such items showing the applicant's name and street address. ~~If you do not have any of these documents, you can make a verbal statement of residency attesting that you live in Lebanon.~~
- Ownership of property in the City of Lebanon will qualify a person to receive a free library card.
- Any City of Lebanon employee will be issued a free card regardless of place of residency.
- Any staff member or student in the Lebanon~~public~~ schools or enrolled in a college located in Lebanon will be issued a free card regardless of place of residency.
- Any Lebanon business or non-profit agency will be issued a card in the name of the owner or CEO. The ~~business owner or CEO is responsible for all items borrowed, and must provide an official business letter stating that the owner is responsible for all items borrowed and any charges incurred~~business must provide an official business letter stating that the owner is responsible for all items borrowed and any charges incurred. The card must be presented when borrowing.
- ~~— In these cases proof of residency may be verified by a phone call to an agency or aid organization, such as WISE, at the time of registration. ¶~~
- ~~—~~
- They can provide a physical description of their residence if not the address.

- Individuals may obtain a free library card at the Library Director's discretion in special circumstances.

Provisional Cards

New patrons who do not have proof of residency will be given a provisional card and asked to provide proof of residency within 30 days of the card being issued. Provisional cards automatically expire one month from the date the card is created, and will be changed to a non-provisional card once proof of residency is provided.

Non-Residents

Any person not meeting the above conditions may obtain a library card at the following rates:.

Patron Type	Yearly Membership	6-month Membership
Non-resident family	\$75	\$40
Senior citizens	\$60	\$35
Senior residents of Hartford, VT (age 60 and over)	\$20	-
Residents of Hartford, VT with a child in fifth grade or under school		

Lost or Damaged Items

When a patron loses an item or returns library material that cannot be easily repaired or cleaned, they must pay the replacement charge listed in the borrowed item's record or purchase a replacement copy. The replacement copy must be a new copy of the title and be the exact edition that was damaged or lost. In extenuating circumstances, the library director may authorize the acceptance of another edition. For damaged items, once paid for or replaced, the library customer may keep the damaged item. If a patron finds an item within 30 days of paying for it, the library will refund the payment.

Patrons may not return an item that has been removed from the system. They will need to pay for the item as they would if it was lost. The item will be on their record in the note field until paid. The patron is welcome to keep the item.

For items with no price in the record, ~~the retail cost of the item will be charged the following costs will be assessed: library staff will determine the cost of a replacement by looking for the retail item online or using a similar item in the library's catalog, or if an item is unique, looking for a retail item online.~~

~~Magazines \$3.50~~

~~Mass Market Paperbacks \$5.00~~

~~Hardcover and non-Mass Market Paperbacks \$20.00~~

~~Music CDs, DVDs, Videocassettes, Audiobooks, Kits \$25.00~~

.

Overdue Materials

Patrons- will not be charged an overdue fine for returning items after their due date.

Patrons will be restricted from checking out materials if they have materials which are overdue by more than 14 days. Patrons are encouraged to renew items they wish to keep longer than the original check out period.

-Missing Items

When patrons state they have returned items that are still on their record, the items should be checked in and marked missing.

Loan Period

Items may be borrowed for the following time periods:

Item Type	Circulation Period
Books and audiobooks	3 weeks
DVDs, magazines, and CDs	2 weeks
Games, puzzles, and Cool Stuff Collection	1 week
Museum passes	3 days
Interlibrary Loan items	Determined by loaning library

All items except museum passes and interlibrary loans may be renewed up to two times by library patrons unless there is a hold placed on the item. Library staff may renew items for patrons beyond the two renewal limit as they see fit. Interlibrary loan renewals are determined by the library that owns the materials.

Some items must be used only at the library. Reference, local history, and any library equipment typically should be used in-house. Library staff may allow exceptions to this rule. ~~for reference materials in the adult collection, or a Children's Librarian for materials in the children's collection.~~

Adopted by the Board of Trustees: 6/17/03 Revised: 1/24/06; 4/24/07; 1/26/10, 6/22/10; 9/28/12; 11/26/13; 5/6/14; 1/1/2015; 5/26/15; 11/24/15; 5/24/16; 10/25/16; 3/28/2017; 3/26/2019

Buildings and Grounds Issues

report generated on Nov 16, 2021

Fix the compost situation at Kilton

In progress

1. make additional bins
 - Assigned to: Sean

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

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

growth on the membrane roof at Kilton

To do

1. contact Rodd Roofing
 - Assigned to: Sean

hvac controller failed at Kilton

To do

1. Cajole Honeywell into providing an estimate
 - Assigned to:

Done

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

light at back door at Kilton not working

Done

1. contact city electrician
 - Assigned to: Sean

paint the exterior of Kilton

To do

1. contact contractors
 - 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

Done

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: Dec 31, 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