



**LEBANON LIBRARY BOARD OF TRUSTEES
JANUARY 25, 2022 - 7:00 PM
LEBANON LIBRARY DAMREN ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve the November 23, 2021 minutes
 - 3. New Business**
 - A. Approve the financial report
 - B. Consider increasing the number of patron driven renewals from two to three in the circulation policy
 - C. Approve new custodial supervisor position
 - D. Recommend appointment of Philip Bush to Alternate Trustee position
 - 4. Committee Reports**
 - A. Facilities committee report
 - B. Foundation 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, November 23rd, 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, Morgan Swan

FOUNDATION MEMBERS PRESENT: Phil Bush, Renee Dunn, Pay Hayes, Catherine Rentz, Heidi Conner, Denise Mackie

MEMBERS ABSENT:

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

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

2. NEW BUSINESS

A. Foundation Report on Capital Campaign and Annual Appeal: Chair Oscadal thanked the Foundation profusely for their fundraising efforts made toward the Lebanon Library renovation projects. The Foundation raised over the \$300,000.00 initial goal.

B. Report Changes in the Foundation's Investment Policy and Reserve Fund's Investment Results:

Ms. Dunn explained that after reviewing the Foundation's investment policy they decided to not make any major changes. In the last year they have successfully managed the portfolio to be within the range guidelines of the investment policy. Since the beginning of the year the portfolio is up 19.9%.

C. Approve the Financial Report: Treasurer Stebbins gave the financial report. He said that the library was continuing to have a deficit of \$38,000.00, a majority of that coming from the books and CD's category. In the City funds the library is currently \$66,000.00 under budget. In wages the library is under budget by \$98,000.00 while it is slightly over budget in repairs and maintenance, small tools and equipment and books.

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

Seconded by [REDACTED]

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

3. APPROVAL OF MINUTES: October 26th, 2021

Mr. Stebbins MOVED to approve the October 26th, 2021 Minutes as presented in the November 23rd, 2021 agenda packet as amended.

Seconded by Ms. Sharfstein.

Amendments:

Page 2, Line 39 Add “not” after “had”

Page 3, Line 2 Add “Association” after Library

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

4. COMMITTEE REPORTS: None

5. OTHER BUSINESS:

A. Approve Parental Leave Policy: Ms. Sharfstein reported on the revision of the parental leave policy the ad hoc committee had been working on. The policy was the same as presented in the last meeting with some wording being changed for legal compliance. Eligible employees may take up to 12 weeks leave any way they choose within a 12-month period. Discussion was had among the Trustees on making the policy 16 weeks long.

Questions were asked and answered about the wording of the policy.

*A MOTION was made by Ms. Sharfstein to approve the Parental Leave Policy as presented.
Seconded by Mr. Hartford.*

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

B. Sick Leave Cap Discussion: Chair Oscadal re-capped that the city was proposing to lower the cap accrual of leave hours from 960 to 600 hours for current employees and 480 for new employees. Discussion was had among the Trustees.

Mr. Whittlesey recused himself from the vote.

*A MOTION was made by Ms. Sharfstein to retain the 960-hour sick leave cap for current and future library employees.
Seconded by Mr. Stebbins.*

** The Vote on the MOTION was approved with one ~~recusal-abstention~~ (6-0-1). Mr. Whittlesey was recused.*

Mr. Whittlesey returned as a regular member of the LBOT.

C. Approve Revised Circulation Policy: Ms. Lappin went over the revised circulation policy with the Trustees. Questions were asked and answered about the revised policy.

*A MOTION was made by Mr. Whittlesey to approve the revised Circulation Policy with modifications.
Seconded by Mr. Wunsch.*

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

D. Director's Report: Director Fleming said there was a clear timeline on opening the Lebanon Library. Shelves for the Library were to be delivered on November 29th. There are a few lefts to do for the certificate of occupancy to be issued. It looks like the re-open date will be sometime in January.

1
2 Devin with DB Lighting attended the meeting. He did the Christmas lights last year at the Kilton library
3 and he was doing the lights again this year. Director Fleming said he was looking at putting in a general
4 use policy for the property in light of DB Lights selling T-shirts and face masks on opening night of the
5 lights at Kilton.

6 Director Fleming said he would like to have a supervisory custodial position created. He has been to the
7 city and wanted to check with the Trustees about the idea. He also informed the Board that Scout Noffke
8 would not be able to be an alternate on the Board of Trustees because he is moving out of town.

9
10 **E. Deputy Director's Report:** Deputy Director Lappin said everyone was getting excited to move back
11 into the Lebanon Library. She reported that a substitute librarian, Diane Page resigned within the last
12 week. She has been with the library since 2014.

13
14 **6. ADJOURNMENT:**

15
16 *A MOTION was made by Ms. [REDACTED] to adjourn the meeting.*
17 *The MOTION was seconded by Ms. Sharfstein.*

18
19 ** The Vote on the MOTION was unanimously approved (7-0).*

20
21 Respectfully submitted,
22 Barbara Higgins
23 Recording Secretary

12/19/21

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

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	8,830.89
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	8,980.89
Total Current Assets	8,980.89
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	4,016.47
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 556...	116,476.93
Total Long Term Assets	116,476.93
Total Other Assets	116,476.93
TOTAL ASSETS	125,457.82
LIABILITIES & EQUITY	
Equity	
Retained Earnings	170,204.93
Net Income	-44,747.11
Total Equity	125,457.82
TOTAL LIABILITIES & EQUITY	125,457.82

12/19/21

Lebanon Public Library
Cash In/Cash Out Statement
November 2021

	General Fund		TOTAL	
	Nov 21	Jan - Nov 21	Nov 21	Jan - Nov 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	413.00	3,821.81	413.00	3,821.81
Interest Income -				
Carter Funds	0.00	7,391.83	0.00	7,391.83
Trustees of Trust Funds	4,178.06	4,178.06	4,178.06	4,178.06
Fees/Fines Savings Int	0.94	12.79	0.94	12.79
Total Interest Income -	4,179.00	11,582.68	4,179.00	11,582.68
Total Income	4,592.00	231,596.95	4,592.00	231,596.95
Expense				
Accounting/Bookkeeping Ser...	200.00	1,000.00	200.00	1,000.00
Community Relations	0.00	228.88	0.00	228.88
Art/Framing	0.00	5,170.00	0.00	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	8,317.40	44,306.14	8,317.40	44,306.14
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	396.72	0.00	396.72
Miscellaneous Exp	30.00	2,174.28	30.00	2,174.28
Office/Operating Supplies	120.00	4,414.19	120.00	4,414.19
Postage/Delivery	2.16	110.79	2.16	110.79
Professional Fees	1,500.00	29,992.28	1,500.00	29,992.28
Programs	0.00	4,078.78	0.00	4,078.78

12/19/21

Lebanon Public Library
Cash In/Cash Out Statement
November 2021

	General Fund		TOTAL	
	Nov 21	Jan - Nov 21	Nov 21	Jan - Nov 21
Repairs/Maintenance				
Building	0.00	400.00	0.00	400.00
Grounds	250.00	1,263.32	250.00	1,263.32
Repairs/Maintenance - Other	0.00	1,848.66	0.00	1,848.66
Total Repairs/Maintenance	250.00	3,511.98	250.00	3,511.98
Web Hosting/Domain Fees	0.00	102.17	0.00	102.17
Total Expense	10,419.56	276,344.06	10,419.56	276,344.06
Net Ordinary Income	-5,827.56	-44,747.11	-5,827.56	-44,747.11
Net Income	-5,827.56	-44,747.11	-5,827.56	-44,747.11

City budget year-end numbers

Account Description	Budget	Prior Year Encumbered	Net Budget	Month to Date Actual	Year to Date Actual	Encumbered	Balance Available	Percent Used
FULL-TIME WAGES	565,060.00	0	565,060.00	55,645.79	547,484.17	0	17,575.83	96.89%
PART-TIME WAGES	236,670.00	0	236,670.00	17,205.81	163,962.55	0	72,707.45	69.28%
PART-TIME WAGES:CUSTODIAL	85,230.00	0	85,230.00	8,425.91	88,036.10	0	-2,806.10	103.29%
LIFE/DISABILITY INSURANCE	7,210.00	0	7,210.00	1,184.64	6,810.92	0	399.08	94.46%
LIB. ADM:FICA & MEDICARE	66,850.00	0	66,850.00	6,225.52	60,573.09	0	6,276.91	90.61%
RETIREMENT:MUNICIPAL	71,310.00	0	71,310.00	7,705.20	68,574.51	0	2,735.49	96.16%
WORKERS' COMPENSATION	3,160.00	0	3,160.00	293.26	2,971.41	0	188.59	94.03%
OTHER PROF SERV	0	0	0	0	2,031.12	0	-2,031.12	#DIV/0!
REPAIR/MAINT SERVICES	8,700.00	0	8,700.00	0	15,420.73	0	-6,720.73	177.25%
RENTAL:EQUIPMENT/VEHICLES	2,050.00	0	2,050.00	300.51	2,180.91	0	-130.91	106.39%
TELE/COMMUNICATIONS	9,280.00	0	9,280.00	1,039.65	9,312.19	0	-32.19	100.35%
ADVERTISING	1,000.00	0	1,000.00	0	0	0	1,000.00	0.00%
DUES/MEMBERSHIPS	1,080.00	0	1,080.00	100	778	0	302	72.04%
STAFF DEVELOPMENT	5,560.00	0	5,560.00	0	799.5	0	4,760.50	14.38%
TRAVEL	2,210.00	0	2,210.00	0	187.29	0	2,022.71	8.47%
MILEAGE	1,000.00	0	1,000.00	0	0	0	1,000.00	0.00%
OTHER PURCHASED SERVICES	6,000.00	0	6,000.00	1,005.80	7,030.79	0	-1,030.79	117.18%
WATER	2,000.00	0	2,000.00	0	1,653.87	0	346.13	82.69%
SEWER	2,000.00	0	2,000.00	0	1,103.21	0	896.79	55.16%
REPAIR/MAINT SERVICES	47,110.00	79,539.65	126,649.65	7,957.94	123,736.12	59,653.14	-56,739.61	144.80%
OTHER PURCHASED SERVICES	0	1,985.00	1,985.00	0	840	1,145.00	0	100.00%
SMALL TOOLS/EQUIPMENT	31,500.00	12,820.43	44,318.63	9,365.58	72,304.16	0	-27,985.53	163.15%
ELECTRICITY	40,000.00	0	40,000.00	6,559.92	43,803.52	0	-3,803.52	109.51%
BOTTLED GAS	1,120.00	0	1,120.00	284.5	1,714.01	0	-594.01	153.04%
FUEL OIL	5,860.00	0	5,860.00	0	1,987.63	0	3,872.37	33.92%
MAINT MATERIALS	10,000.00	0	10,000.00	2,348.28	12,513.13	0	-2,513.13	125.13%
OTHER PURCHASED SERVICES	8,500.00	0	8,500.00	52.99	7,920.88	0	579.12	93.19%
GENERAL OPERATING SUPPLIES	6,000.00	0	6,000.00	188.56	9,463.18	0	-3,463.18	157.72%
LIB.PGM:LIBRARY	27,500.00	0	27,500.00	9,758.33	41,425.52	0	-13,925.52	150.64%
OFFICE SUPPLIES	6,000.00	0	6,000.00	40.37	1,523.09	0	4,476.91	25.38%
	1,259,960.00	94,345.08	1,354,303.28	135,688.56	1,296,141.60	60,798.14	-2,636.46	100.19%

POSITION TITLE: Custodial Supervisor

DEPARTMENT: Library Department

REPORTS TO: Library Director

FLSA DESIGNATION: Non-Exempt

AFFILIATION: Non-Bargaining

SALARY GRADE: ?? Grade 4

Position Purpose:

The Custodial Supervisor provides semi-skilled maintenance and custodial work at the libraries, and oversee Custodians in that department. Responsibilities include floor maintenance; painting; cleaning bathrooms and other facilities; light maintenance of facilities and custodial equipment; assist in maintaining secure facilities; general grounds maintenance; and general assistance in maintaining cleanliness and good repair of the interior and exterior of **City** (Should this be changed to) the Kilton & Lebanon Libraries facilities and grounds. As a supervisor, working with management they **help** assists with prioritize the custodial work to be done in their departments, including training custodians, maintain weekly work schedules, and conduct annual evaluations.

The position requires regular interaction with City employees and the public. Schedules are determined by City needs and may include night and/or weekend work.

Essential Functions:

(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Determine the daily work **schedules** and duties **of the custodians of** the work to be performed by the custodial team and prioritize tasks over the long-term. **Perform annuals evaluations** of the custodians in the library department.
2. Sweep, vacuum, mop and polish floors; wash walls and windows; empty trash receptacles; dust, polish and move furniture as requested; clean lavatories, wash basins and drinking fountains; empty wastebaskets; and provide for the general cleanliness and order of City facilities within area of responsibility.

3. Clean, service and make minor repairs/adjustments to heating and ventilating systems, plumbing and electrical systems, and general building repairs.
4. Perform routine painting and light maintenance projects as required.
5. Open and close facilities as requested; set up facilities for meetings or events.
6. Provide snow removal, sanding and de-icing, and grounds maintenance as required for assigned facility.
7. Assist with obtaining quotes for outside maintenance services and coordinating with service providers as required.
8. If requested, assist with deliveries and mail.
9. Maintain inventory of cleaning supplies and equipment; order supplies and equipment as requested.
10. Inspect facilities for general security, safety, maintenance and cleanliness concerns.
11. Attend meetings and training as required.
12. Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Minimum of one year of prior custodial experience.
- Supervisory experience is required.

Other combinations of education and experience that qualify an individual to perform the requisite job duties and responsibilities may be considered.

Knowledge, Ability and Skill:

- Basic knowledge of methods, equipment and materials used in custodial and maintenance work; some knowledge of carpentry, plumbing and electrical repairs helpful.
- Ability to follow written and verbal instructions.

- Excellent interpersonal skills.
- Ability to work effectively with City employees and departments, and the public.
- Ability to work as part of a team with minimal supervision in a fast-paced work environment; to be flexible; and to prioritize work assignments.

Licenses/Certifications:

None.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Constant moderate physical effort is generally required in performing functions. Position requires extensive walking, reaching, standing, stooping and climbing when performing functions. Frequently required to lift, move, and/or push furniture and equipment which may weigh up to 60 pounds. Physical agility required to access all areas to be cleaned. While performing the duties of this job, the employee occasionally climbs ladders; Vision and hearing correctable to normal ranges. Employee must be able to detect odors.

Job Environment:

- Work is performed both indoors and occasionally outdoors under variable outdoor weather conditions and works under some unpleasant conditions with exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions.
- Operates buffers, vacuum, hand and power tools, and other custodial equipment and standard office equipment; may be required to wear protective clothing and mask.
- Makes frequent contacts with vendors, technicians and city employees; contacts involve discussing routine information.
- Errors could result in delay or loss of services, damage to buildings and equipment, injury to self and others, and create some hazards to public safety.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL DATE: *May 20, 2018

*Date of Council Action to Amend Ordinance #18 Wage & Classification Study



NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.

Revision Dates:

Sequence No: 1

POSITION RATING SUMMARY SHEET

Position Classification Title: Custodial Supervisor

Evaluators' Points					
	<u>Factors</u>	One	Two	<u>Final Rates</u>	<u>Final Points</u>
1.	Applied Reasoning/Analytical Skills	3	50		
2.	Interpersonal Skills	3	50		
3.	Knowledge, Training, Education/Breadth of Knowledge	2	50		
4.	Experience	1	20		
5.	Responsibility for Others	3	60		
6.	Accountability	4	60		
7.	Planning and Coordination	3	20		
8.	Confidentiality	1	5		
9.	Physical Effort	2	20		
10.	Mental Effort	2	30		
	Total Points:		365		

Score is 365 = Grade 4 This position will need to go through the Council approval process of 3 readings

Evaluator 1: Gloria Leskiewicz - HR Director Date: 12/20/18 2021

Evaluator 2: _____ Date: / /18

Date Finalized: _____

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Series II
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Buildings and Grounds Issues

report generated on Jan 10, 2022

Fix the compost situation at Kilton

In progress

- 1. make additional bins
 - Assigned to:

Playspace project

In progress

- 1. install plaque
 - Assigned to: Ken

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:

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

Done

- 1. send signed contract and PO to Granite State Glass
 - Assigned to:
- 2. find out which co. did the card swipe system at city hall
 - Assigned to:
- 3. investigate changing the structure of the doors
 - Assigned to:
- 4. contact contractor
 - Assigned to:

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:

growth on the membrane roof at Kilton

To do

1. contact Rodd Roofing
 - Assigned to:

hvac controller failed at Kilton

To do

1. contact Alliance
 - Assigned to:

Done

1. Cajole Honeywell into providing an estimate
 - Assigned to:
2. investigate options for upgrading controls
 - Assigned to:

investigate splitting up Director's office at Kilton

To do

1. do a before and after sketch for Warren Snow
 - Assigned to:

Done

1. find another co. for a quote
 - Assigned to:
2. Milestone working on an estimate
 - Assigned to:

lock to office door in Kilton CR is not working properly

In progress

1. contact Fortified Lock and Safe
 - Assigned to:

paint the exterior of Kilton

Done

1. sign contract with Hadlock painting
 - Assigned to:
2. contact contractors
 - Assigned to:

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:
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:

Done

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

stripe the parking lot at Kilton

To do

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

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:

Done

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

we have an invasive burning bush at Lebanon Library

Done

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

we need more shelving at Kilton to house docs in storage

To do

1. Build shelves for storage area off of Community Room
 - Assigned to: