



**LEBANON LIBRARY BOARD OF TRUSTEES
FEBRUARY 22, 2022 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - A. Welcome Philip Bush to the board
 - 2. Approval of Minutes**
 - A. Approve the January 25, 2022 minutes
 - 3. New Business**
 - A. Approve the Treasurer's Report
 - B. Approve the 2022 Special Funds Budget
 - C. Approve acceptance of \$11,649 in ARPA grant funds
 - D. Approve Staff Guide update
 - 4. Committee Reports**
 - 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, January 25th, 2022
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

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

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

2
3
4 **2. APPROVAL OF MINUTES: November 23rd, 2021**

5
6 **Mr. Swan MOVED to approve the November 23rd, 2021 Minutes as presented in the January 25th, 2022 agenda packet as amended.**
7
8 **Seconded by Ms. Valiante.**

9
10 Amendments:

11
12 Page 1, Line 22 Add "Ms. Wunsch"
13 Page 2, Line 23 Change "Mr." to "Ms."
14 Page 2, Line 37 Change "abstention" to "recusal"
15 Page 2, Line 37 Add "Mr. Whittlesey was recused" after "(6-0-1)"
16 Page 2 Line 40 Add "Mr. Whittlesey returned as a regular member of the Lebanon Board of Trustees."
17 Page 2, Line 46 Change "Mr." to "Ms."
18 Page 3, Line 8 Change "he" to "she"
19 Page 3, Line 16 Add "Ms. Wunsch"

20
21 ** The Vote on the MOTION was unanimously approved (7-0).*

22
23 **3. NEW BUSINESS:**

24
25 **A. Approve the Financial Report:** Treasurer Stebbins started with giving the report on the Special
26 Funds. He said he only had the update on that fund through November 2021. That fund was currently in
27 a deficit of \$44,000.00 which was coming from books and CDs as well as a website redesign. The city
28 operating budget was currently \$39,000.00 under budget and under budget in wages by \$90,000.00.
29 Repairs and maintenance and small tools and equipment were still over budget.

30
31 Director Fleming elaborated on the budget numbers and the cause for being over budget. He said it was
32 mainly getting the bathrooms re-done at the Kilton Library. They also purchased a microfiche machine
33 that turned out to be a lemon and needed to be replaced.

34
35 **Ms. Sharfstein MOVED to approve the Financial Report as presented.**
36 **Seconded by Ms. Hartford.**
37

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

2
3 **B. Consider increasing the number of patron driven renewals from two to three in the circulation**
4 **policy:** Director Fleming gave a brief explanation as to why they would like to increase the amount of
5 renewals that can be given on a book.

6
7 **Ms. Wunsch MOVED to increase the number of patron driven renewals from two to three in the**
8 **circulation policy.**

9 **Seconded by Mr. Stebbins.**

10
11 * *The Vote on the MOTION was unanimously approved (7-0).*

12
13 **The agenda was taken out of order.**

14
15 **4. COMMITTEE REPORTS:**

16
17 **A. Facilities Committee Report:** Director Fleming thanked everyone for all they did to help make the
18 Lebanon Library renovation a reality. He said that the library opened on Monday. He said it was quiet on
19 Monday, but foot traffic picked up on Tuesday and they will be advertising the re-opening of the library
20 the following week.

21
22 **B. Foundation Report:** Director Fleming gave the Foundation report. He said that the Foundation
23 surpassed its \$300,000.00 fund raising goal for the Lebanon Library renovation by \$25,000.00. He said
24 that the Foundation was discussing turning that money over to the city for the renovation. They have
25 already sent over \$130,000.00 to the City from the fund raiser.

26
27 The Foundation also discussed giving more money for books to the Trustees, going from \$25,000.00 to
28 \$35,000.00 this year. They had a very successful year with donations.

29
30 **5. OTHER BUSINESS:**

31
32 **A. Director's Report:** Director Fleming reported that Morgan Swan, Susan Weber Valiante, and Donna
33 Hartford were all up for re-election to the Board of Trustees in March. He explained what needed to be
34 done to get their name on the ballot and reported that Mr. Swan and Ms. Valiante had already indicated
35 that they were planning to run again.

36
37 Director Fleming said that Mr. Whittlesey may be interested in joining the Foundation. He said he was
38 still thinking about how to fit it into his schedule. Mr. Phil Bush who is on the Foundation also
39 mentioned he was interested in becoming an alternate Trustee to the Library Board.

40
41 He also discussed the meeting rooms in the library and whether they should be re-opened or not and in
42 what capacity. He said the meeting room policy would be updated next month. The trustees discussed
43 the meeting rooms being re-opened.

44
45 Director Fleming requested that the Board allow the Kilton Library to be closed on election day in March.
46 The Board agreed to have the building closed to library patrons during the elections that would be held in
47 the building.

48
49 **B. Deputy Director's Report:** Deputy Director Lappin gave her report. She said that she had just come
50 back from Chicago where she had been at the American Library Association's headquarters last week.
51 She was there working with them on a taskforce to move the ALA into the 21st century.

1 She also reported that Laura Harris-Hersh had given her resignation. She was a circulation sub.

2
3 Deputy Director Lappin talked about the re-opening of the Lebanon Library and discussed how they
4 moved around some collections and were able to put some collections together that had been split before
5 due to lack of shelving space. An example was all the non-fictions being placed together upstairs.

6
7 She also explained that they would be handling book returns differently from before. Now, no matter
8 where a book is returned it will stay at that library until it is checked out again and returned to the other
9 library. A book could go back to the other library before that, if a patron requested the book be brought
10 back. This may increase the circulation of some books. Chair Oscadal asked if the location of the book
11 changed in the card catalog and Deputy Director Lappin said yes, it would.

12
13 She also reported that the Children's Librarian, Nikki Rheame, gave birth to her child in January and
14 was officially on maternity leave.

15
16 **3. NEW BUSINESS Cont.:**

17
18 **C. Approve New Custodial Supervisor Position:** Director Fleming spoke about adding a new
19 custodial supervisor's position. No discussion was needed.

20
21 **Ms. Sharfstein MOVED to approve the new custodial supervisor position as described in the**
22 **packet.**

23 **Seconded by Ms. Hartford.**

24
25 ** The Vote on the MOTION was unanimously approved (7-0).*

26
27 **D. Recommend Appointment of Philip Bush to Alternate Position:** No discussion needed.

28
29 **Ms. Wunsch MOVED to have Mr. Philip Bush be appointed as an alternate member to the Board**
30 **of Trustees.**

31 **Seconded by Mr. Stebbins.**

32
33 ** The Vote on the MOTION was unanimously approved (7-0).*

34
35 **E. Other New Business:** Chair Oscadal saw an article in the NH Library Trustees Association
36 newsletter about challenges to books in the Library and what to do. He said the article recommended
37 doing certain things and Lebanon was already doing them all. Policy #11 dealt with controversial books
38 and book challenges.

39
40 **6. ADJOURNMENT:**

41
42 *A MOTION was made by Ms. Sharfstein to adjourn the meeting at 7:54pm.*
43 *The MOTION was seconded by Ms. Hartford.*

44
45 ** The Vote on the MOTION was unanimously approved (7-0).*

46
47 Respectfully submitted,
48 Barbara Higgins
49 Recording Secretary

01/25/22

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

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	7,697.87
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	7,847.87
Total Current Assets	7,847.87
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	4,017.46
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 556...	116,477.92
Total Long Term Assets	116,477.92
Total Other Assets	116,477.92
TOTAL ASSETS	124,325.79
LIABILITIES & EQUITY	
Equity	
Retained Earnings	170,204.93
Net Income	-45,879.14
Total Equity	124,325.79
TOTAL LIABILITIES & EQUITY	124,325.79

01/25/22

Lebanon Public Library
Cash In/Cash Out Statement
December 2021

	General Fund		TOTAL	
	Dec 21	Jan - Dec 21	Dec 21	Jan - Dec 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	1,284.41	5,106.22	1,284.41	5,106.22
Interest Income -				
Carter Funds	0.00	7,391.83	0.00	7,391.83
Trustees of Trust Funds	0.00	4,178.06	0.00	4,178.06
Fees/Fines Savings Int	0.99	13.78	0.99	13.78
Total Interest Income -	0.99	11,583.67	0.99	11,583.67
Total Income	1,285.40	232,882.35	1,285.40	232,882.35
Expense				
Attorney Fees	949.52	949.52	949.52	949.52
Accounting/Bookkeeping Ser...	100.00	1,100.00	100.00	1,100.00
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	19.95	44,326.09	19.95	44,326.09
Dues/Memberships Exp	0.00	202.98	0.00	202.98
Education/Staff Development	0.00	40.00	0.00	40.00
Entertainment	84.03	480.75	84.03	480.75
Miscellaneous Exp	0.00	2,174.28	0.00	2,174.28
Office/Operating Supplies	47.98	4,462.17	47.98	4,462.17
Postage/Delivery	7.01	117.80	7.01	117.80
Professional Fees	0.00	29,992.28	0.00	29,992.28
Programs	946.94	5,025.72	946.94	5,025.72

01/25/22

Lebanon Public Library
Cash In/Cash Out Statement
December 2021

	General Fund		TOTAL	
	Dec 21	Jan - Dec 21	Dec 21	Jan - Dec 21
Repairs/Maintenance				
Building	0.00	400.00	0.00	400.00
Grounds	250.00	1,513.32	250.00	1,513.32
Repairs/Maintenance - Other	0.00	1,848.66	0.00	1,848.66
Total Repairs/Maintenance	250.00	3,761.98	250.00	3,761.98
Web Hosting/Domain Fees	12.00	114.17	12.00	114.17
Total Expense	2,417.43	278,761.49	2,417.43	278,761.49
Net Ordinary Income	-1,132.03	-45,879.14	-1,132.03	-45,879.14
Net Income	-1,132.03	-45,879.14	-1,132.03	-45,879.14

Lebanon Public Libraries special funds summaries and projections 2022 - Income							
	2021				2022		
	Budget / Projection				Budget / Projection		
	LPL	LPLF	Total	Year end actual	LPL	LPLF	Total
Carry over income	16964	0	16,964	16,964	17,100	0	17,100
Grant revenue	0	0	0	4,228	0	11,649	11,649
Fees and Fines	7500	0	7,500	5,106	10,000	0	10,000
Interest Income	11000	0	11,000	11,584	11,000	0	11,000
Annual Appeal	0	20,000	20,000	25,000	0	35,000	35,000
Foundation Contribution	0	170,000	170,000	170,000	0	155,000	155,000
TOTAL INCOME:	35,464	190,000	225,464	232,882	38,100	201,649	239,749

Lebanon Public Libraries special funds summaries and projections 2022 - Expenditures							
	2021				2022		
	Budget / Projection				Budget / Projection		
	LPL	LPLF	Total	Year end actual	LPL	LPLF	Total
Advertising/Marketing	0		0	674	1000		1,000
Art/Framing	1000		1,000	5,170	2000		2,000
Attorney Fees	0		0	950	0		0
Books, CDs etc.*	21,300	20,000	41,300	44,326	10,000	35,000	45,000
Bookkeeper	1,000		1,000	1,100	1,200		1,200
Capital improvements fdn funded projects	0		0	8,700	0	155000	155,000
Capital improvements building improvements	0		0	170,000	0		0
Capital improvements equip/furn	0		0	1,063	0		0
Coffee	1,000		1,000	0	0		0
Community Relations	1,000		1,000	229	500		500
Dues/membership	0		0	203	0		0
Education	0		0	40	0		0
Entertainment	300		300	481	500		500
Kilton/Furniture	0		0	178	0		0
Miscellaneous	1500		1,500	2174	2000		2,000
Misc. Electronics	0		0		0		0
Misc. Furniture	0		0		0		0
Office and Operational Supplies	2,000		2,000	4,462	4,500		4,500
Postage/Delivery	100		100	118	350		350
Professional fees	0		0	29,992	0		0
Programs	2,500		2,500	5,026	2,500		2,500

Lebanon Public Libraries special funds summaries and projections 2022 - Expenditures							
	2021				2022		
	Budget / Projection				Budget / Projection		
	LPL	LPLF	Total	Year end actual	LPL	LPLF	Total
Repairs/Maintenance: Buildings	0		0	400	0		0
Repairs/Maintenance:	0		0	1,849	0		0
Repairs/Maintenance: Grounds	3,500		3,500	1,513	3,500	11,649	15,149
Web Hosting Fees	500		500	114	500		200
TOTAL GENERAL EXPENDITURE:	35,700	20,000	55,700	278,761	28,550	201,649	229,899
Surplus/(deficit)				-45,879			9,850

Library Staff Guide

1. Library hours of operation and working hours

Both libraries are open Mon-Thurs 10-8, Friday & Saturday 10-5, and seasonally Sundays 1-5 (the weekend after Labor Day through March).

Working hours are arranged to suit the needs of the library, but consideration of the individual circumstances of library employees is important too. All employees are expected to work nights and/or Saturdays as needed. Employee work hours will be scheduled in advance. The Deputy Director must approve any changes to the schedule.

2. Parking

Staff parking in Lebanon is provided in the Carter House lot. At Kilton, staff may park in the library lot. When either lot is unavailable there is on-street parking at both locations.

3. Keys shall be issued to all staff members

4. Breaks: lunches, suppers, etc.

Staff are eligible for certain breaks during the workday. The number and duration of these breaks depends upon your schedule. Staff are welcome to a fifteen-minute break during each four hours worked.

Rules regarding meal breaks are determined by the City of Lebanon Personnel Policy.

5. Library staff meetings

All regular full-time and part-time staff are expected to attend monthly staff meetings, which are held monthly. The meetings alternate between the libraries. The Library Director can cancel meetings at his/her discretion.

6. Timesheets

All employees who are non-exempt (hourly) must approve their timesheets in ADP by Sunday at midnight. Timesheets not approved by Monday morning will be printed out and the employee will need to sign and deliver the paper copy to the Finance Department at City Hall as soon as possible within the week.

On Monday mornings, the Director or in his or her absence the Deputy Director, will review, and using ADP, authorize payroll to be processed by Finance. In the event that both the Library Director and Deputy Director are out, the Library Director will make arrangements to authorize payroll while on leave.

Paychecks are available every Friday by 10:00 in the Deputy Director's office at Lebanon Library, or via direct deposit. They can be sent by courier to the Kilton Library at your request. Staff can request receipt of pay stubs through email by contacting the finance dept.

7. Scheduling leave time other than sick

Requests for substitutes should be routed by email to the Library Administrative/Technical Assistant. Please copy your direct supervisor on the request as well, and make the request as far in advance as possible. Additionally, time off requests should be submitted through ADP.

8. Who to call if you are sick and cannot work

If you are sick, go to the intranet link and fill out the Google form. This will send an email to the Director, Deputy Director, the Library Administrative/Technical Assistant and the reference desk. In the event that the Intranet is unavailable, please call either library. You may leave a message in the library voice mail.

9. Sick day allotment and accrual; vacation allotment, accrual and requests

Sick leave shall not accumulate beyond 960 hours. For all other terms and conditions, see the city's personnel policy.

10. Annual reviews and anniversary dates, GWIs, raises, exempt/non-exempt status

Reviews are done annually for all permanent staff members. The review takes place in the month prior to your anniversary date. If you receive a passing evaluation, regular part-time and full-time employees receive an evaluation increase determined by the city's personnel policy for non-union members.

Annual cost of living adjustments, known as general wage increases (GWI) are implemented by the City Council annually, dependent upon a vote in favor of such action. The percentage increase varies, based upon the June to June Northeast Urban Consumer Price Index .

Exempt status means that said employees are not subject to the overtime provisions of the Fair Labor Standards Act. This means exempt employees are not eligible for overtime pay for hours worked in excess of forty hours per week or compensatory time. Exempt employees are salaried and do not need to fill out a weekly timesheet. They are required to fill out a time record to inform city hall of any sick, vacation, or personal days taken. Exempt employees are responsible for approving their electronic time record each week.

Non-exempt employees are covered by the overtime provisions of the Fair Labor Standards Act and may be granted overtime pay for any hours you work in excess of forty hours per week. Non-exempt employees must clock in and out in order to be paid.

11. Health insurance and retirement

Under the conditions of the Code of the City of Lebanon (100-4), library employees shall be paid by the city and covered by the city's health insurance,

worker's compensation, unemployment compensation, retirement, and any other provisions applicable to city employees, as they are eligible.

For additional information, please read the city's personnel policy or contact Human Resources.

12. Vacation scheduling

Please submit vacation day requests as early as possible. Every effort is made to accommodate requests, but the director may deny a request that conflicts with the staffing needs of the library.

13. The official City of Lebanon holiday list is available on the city's website.

In addition to the city's list, the Lebanon Public Libraries will close at 2:00 on Christmas Eve, and at 5:00 on New Year's Eve annually. Regular full-time and part-time staff members scheduled to work after 2:00 on Christmas Eve, or 5:00 on New Year's Eve, will have those hours treated as time worked.

The library will close on Christmas and Independence Day when they fall on a weekend, in addition to when they are observed by the City of Lebanon.

The library will also close Easter Sunday.

14. Holiday pay for part-time staff

Permanent part-time staff who works at least 20 hours per week are eligible for holiday pay.

Part-time staff who are not normally scheduled to work the holiday get to take time off during that pay period. Arrange for your time off as you would for other leave time.

Here's how much time you are eligible for:

Staff scheduled to work up to:

20 hours per week: 4 holiday hours

25 hours per week: 5 holiday hours

30 hours per week: 6 holiday hours

15. Emergency closings

Regular full-time and part-time employees of the libraries will be paid for the hours they were scheduled to be at work when the libraries close due to inclement weather, power outages, or for any other emergency. Employees will work remotely when possible. Employees who cannot work remotely will be paid for their scheduled hours.~~record their hours as time worked on their timesheets.~~

16. Internal staff mailboxes

Regular full-time and part-time employees have an internal staff mailbox at the library of their choice. You should check it daily and pick up your mail.

17. Supply Closets

The supply closet in Lebanon is in the basement across from the elevator. The key for it is in the staff break room. The supplies in Kilton are kept in the closet near the staff copier.

Supplies are ordered as needed. Please note the items that are getting low on inventory and inform the staff member responsible for ordering.

18. Mileage reimbursements and trip cash advances:

Mileage to conferences and trips to and from Lebanon to the Kilton Library during the workday will be reimbursed. Please fill out and sign the mileage form available on the intranet. The appropriate forms are also on the library's intranet for cash advances or other forms of reimbursements. These forms are

also available as templates through DocuSign. There is petty cash available at both libraries for smaller purchases.

Updated and Approved by the Board of Trustees 2/26/16, 9/25/18, 11/19/19,
11/23/21

Buildings and Grounds Issues

report generated on Feb 14, 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:

propane boiler needs service at Kilton, flame is orange and should be blue

To do

1. contact Alliance
 - Assigned to:

stripe the parking lot at Kilton

To do

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

swap cable locations for Ron and Jaki's office at Kilton

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

In progress

1. get response from contractor regarding whether or not he will do the work
 - 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:



**CITY EMPLOYEE
MASK, TESTING & QUARANTINE REQUIREMENTS
EFFECTIVE THURSDAY, DECEMBER 16, 2021
(Updated 1/20/2022 - Testing & Quarantine Requirements)**

As a result of the determination by the NH Department of Public Health that Grafton County continues to experience substantial transmission of the COVID-19 virus; that the State of New Hampshire has the highest amount of positive cases per capita in the nation; that we are in the midst of the onset of a new highly contagious variant; and that we have recently experienced a number of positive cases amongst staff members; we are implementing new requirements relative to the wearing of masks and the holding of meetings **EFFECTIVE DECEMBER 16, 2021**. The following requirements will remain in effect until further notice.

MASK REQUIREMENTS

The present [CDC Guidelines](#) regarding the wearing of masks by vaccinated persons is applicable to areas where there is high or substantial spread of the COVID-19 virus. As of the date of this policy the City of Lebanon and Grafton County have high or substantial spread of the virus.

On September 1, 2021, through the adoption of Ordinance #2021-09 the City Council reinstated a City-wide mask mandate effective September 4, 2021.

In accordance with Ordinance #2021-09, masks are required under the following circumstances for all employees **regardless of vaccination status**:

- a. At all times when interacting with the public except when adequate physical barriers are in place to protect the public and the employee.

In addition to the requirements of Ordinance #2021-09, **effective December 16, 2021, regardless of vaccination status**, masks are required **at all times** when within 6 feet of other employees, when shared office space cannot accommodate a six-foot separation between workspaces, and when utilizing common areas such as bathrooms, breakrooms, hallways, etc.

When employees are eating in a shared space, occupancy of the room should be limited in order to maintain a minimum 6-foot distance between employees.

The goal of these expanded requirements is to protect the integrity of our workforce and to the best of our ability, maintain our level of service to the public. It is understood that not everyone will agree with these measures, but we must all do what is needed to reduce the level of spread that is currently being experienced.

MEETING RESTRICTIONS

All in-house meetings will be held virtually until further notice. Exceptions to this requirement include:

- Meetings that are open for public attendance
- Shift change meetings for public safety personnel

TESTING & QUARANTINE REQUIREMENTS (Updated 1/20/2022)

GUIDELINES FOR EXPOSURE

- 1. IF YOU had an unprotected exposure to COVID-19 and are NOT [up-to-date](#) on COVID-19 vaccinations:**

Stay home - Stay home and [quarantine](#) for at least 5 full days.

Get tested - Even if you don't develop symptoms, get tested (rapid or PCR) at least 5 days after you last had close contact with someone with COVID-19. You may return to work on day 6 pending test results if you do not develop symptoms.

Watch for symptoms - Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms - [Isolate](#) immediately and get tested (rapid or PCR). Continue to stay home until you know the results.

Take precautions until day 10

See Appendix A for illustrative presentation

- 2. IF YOU had an unprotected exposure to COVID-19 and ARE [up-to-date](#) on COVID-19 vaccinations OR had confirmed COVID-19 within the past 90 days (you tested positive using a viral test):**

NO QUARANTINE IS REQUIRED if you provide Human Resources with a copy of your vaccination card that shows you are [up-to-date](#) on your vaccinations which includes boosters.

You do not need to stay home **unless** you develop symptoms.

Get tested - Even if you don't develop symptoms, get tested (Rapid or PCR) at least 5 days after you last had close contact with someone with COVID-19.

Watch for symptoms - Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms - [Isolate](#) immediately refer to Section 3 for procedure to return to work.

Take precautions until day 10

See Appendix B for illustrative presentation

If unprotected exposure was at work, employee should follow the guidelines for a worker's compensation claim (forms found [here](#)). Employees who believe a work-related exposure occurred will need to provide medical documentation produced from a PCR or Rapid Covid test performed at a medical facility. Results from home test kits will not be sufficient for worker's compensation claims.

GUIDELINES FOR POSITIVE TEST RESULTS OR DEVELOPMENT OF SYMPTOMS

IF YOU tested positive for COVID-19 or have symptoms, regardless of vaccination status:

Stay home - Stay home for at least 5 days and [isolate](#) from others in your home.

Ending isolation if you had symptoms - [End isolation after 5 full days](#) if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

Ending isolation if you did NOT have symptoms - [End isolation after at least 5 full days](#) after your positive test.

If you were severely ill with COVID-19 - You should isolate for at least 10 days. [Consult your doctor before ending isolation.](#)

Take precautions until day 10

See Appendix C for Example Scenario.

For purposes of providing guidance on terminology used in this section, please refer to the following:

Close Contact - defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.

Isolation – Isolation relates to behavior after a confirmed infection where an infected person stays home until it is safe to be around others. While at home, infected person(s) should separate from others in their household, staying in a specific room/area and where possible, using a separate bathroom.

Calculating Isolation – Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have COVID-19 or have symptoms, isolate for at least 5 days.

Quarantine – Quarantine refers to the time following exposure to the virus or close contact with someone known to have the virus. Anyone who needs to quarantine should stay home until they have confirmed that they have not contracted the virus.

Calculating Quarantine – The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19. Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

Protected Exposure – defined as those exposures where employee is properly wearing proper Personal Protective Equipment (PPE) which includes an N95 face mask (or higher respiratory protection), eye protection, and gloves. Protected exposures do not require any further action.

Unprotected Exposure – defined as those exposures during which an employee is not wearing all required PPE as defined in “Protected Exposure.”

WORK DURING QUARANTINE, ISOLATION, OR WHEN SYMPTOMATIC

For absences due to development of symptoms, unprotected exposure, or positive test results, all attempts will be made to accommodate remote work. In those instances where employees cannot work from home, employee’s accumulated sick, personal, and/or vacation time may be utilized to cover the length of absence. For those instances where an exposure took place in the employee’s work environment, time away from work may be covered by worker’s compensation if their claim is approved through the insurance process.

As this virus continues to evolve, employees are asked to remain mindful and continue with good hand hygiene, covering your coughs and sneezes, wiping down shared and frequently touched surfaces, and paying attention to and abiding by official guidelines.

While all employees are highly encouraged to get fully vaccinated, in accordance with the provisions of RSA 141-C:1-a ***Medical Freedom in Immunizations*** enacted into NH law on July 23, 2021, employees will not be required to be vaccinated.

Some employees may be required to be vaccinated in accordance with provisions of federal law. The City will require employees who are subject to provisions of federal law to comply with vaccination requirements as a condition of their employment.

DocuSigned by:

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1/20/2022

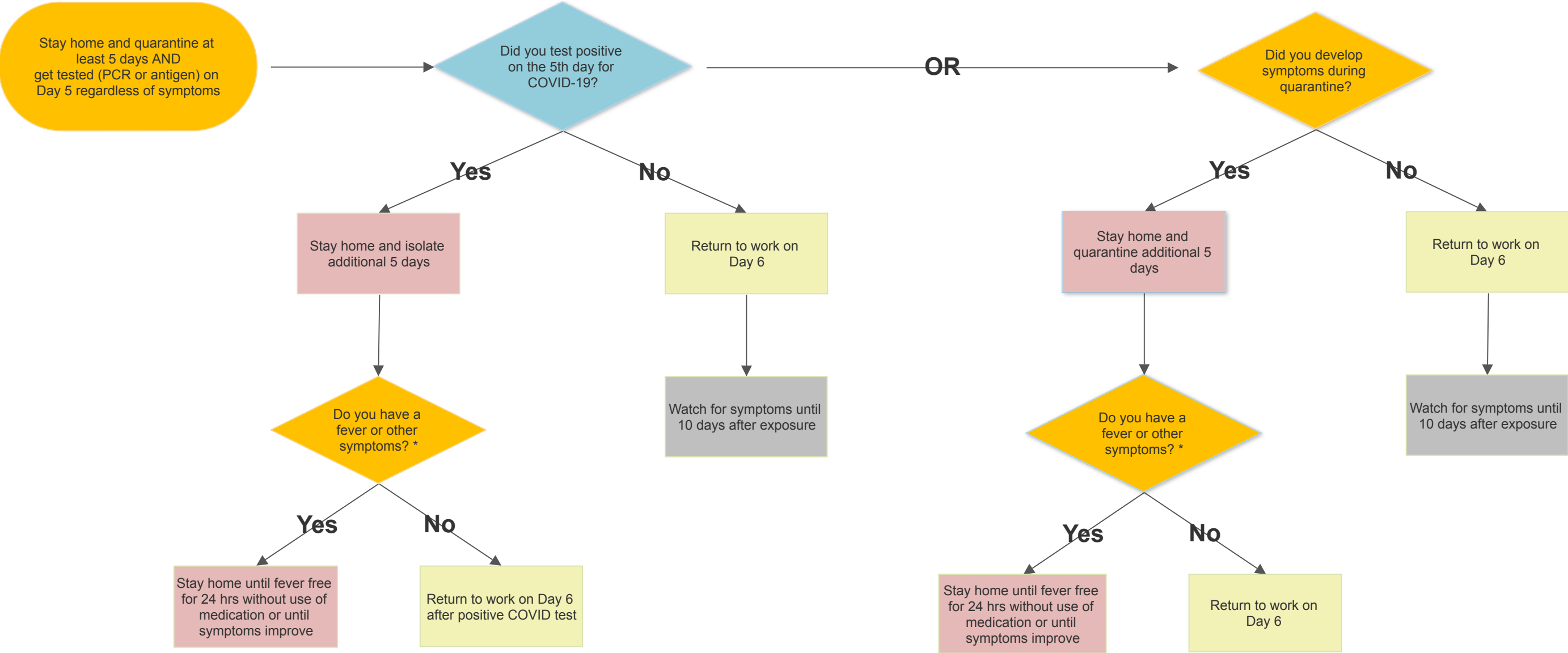
Shaun Mulholland
City Manager

For additional information, please see:

[CDC Guidance on Quarantine & Isolation](#)
[CDC's Stay Up to Date with Your Vaccines](#)
[CDC's Travel Guidance](#)
[NH Universal Best Practices](#)

CITY EMPLOYEE MASK, TESTING & QUARANTINE REQUIREMENTS APPENDIX A

Unprotected Exposure and NOT up-to-date COVID vaccinations

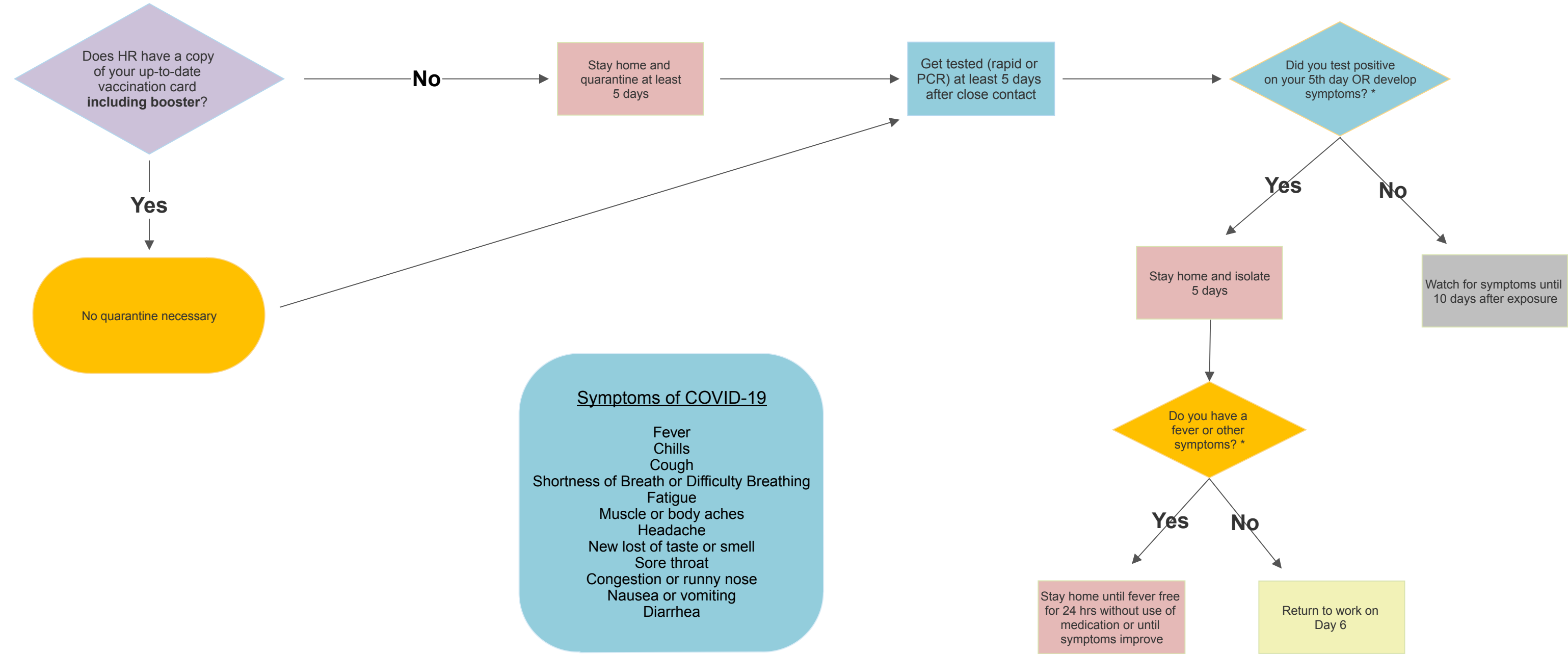


* Those who become severely ill should isolate for at least 10 days and consult your doctor before ending isolation

Symptoms of COVID-19

- Fever
- Chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Fatigue
- Muscle or body aches
- Headache
- New lost of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Unprotected Exposure with Up-To-Date COVID Vaccinations OR had confirmed COVID-19 within past 90 days



* Those who become severely ill should isolate for at least 10 days and consult your doctor before ending isolation

EXAMPLE SCENARIO:

You are up-to-date on your vaccines and have provided your vaccination card to Human Resources. Should you experience an unprotected exposure, you do not need to quarantine, however; you must monitor for symptoms and must test 5 days after your exposure. You can do this with a home kit (rapid test) or you can go to a provider for a PCR test.

If your results are negative, you may continue working as usual, monitoring your symptoms until day 10.

If your test is positive, you must quarantine for 5 days. You may return to work on day 6, provided you do not experience symptoms during your 5-day quarantine period.

Should you develop symptoms during your 5-day quarantine, the clock resets and you are out of work for an additional 5 days. You may return to work on day 6 provided you are fever free (without the use of fever-reducing medication) and your symptoms have subsided.

CITY EMPLOYEE MASK, TESTING & QUARANTINE REQUIREMENTS

APPENDIX C - Example Scenario:

You are up-to-date on your vaccines and have provided your vaccination card to Human Resources. Should you experience an unprotected exposure, you do not need to quarantine, however, you must monitor for symptoms and must test 5 days after your exposure (you can do this with a home kit (rapid test) or you can go to a provider for a PCR test.) If your results are negative, you may continue working as usual, monitoring for symptoms until day 10. If your test results are positive, you must quarantine for 5 days. You may return to work on day 6, provided you do not experience symptoms during your 5-day quarantine period. Should you develop symptoms during your 5-day quarantine, the clock resets and you are out of work for an additional 5 days. You may return to work on day 6 provided you are fever free (without the use of fever reducing medication) and your symptoms have subsided.

Looking at a scenario in calendar form (in this scenario, employee is up-to-date on vaccines and vaccination card has been provided to Human Resources. Employee tests positive on day 5 after exposure):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Unprotected Exposure at Home	2 Day 1 Work as usual	3 Day 2 Work as usual	4 Day 3 Work as usual	5 Day 4 Work as usual	6 Day 5 Get Tested (If doing PCR you may work pending results) Positive Result? Begin 5-day Quarantine	7 Day 6 Quarantine Day 1
8 Day 7 Quarantine Day 2	9 Day 8 Quarantine Day 3	10 Day 9 Quarantine Day 4	11 Day 10 Quarantine Day 5	12 Day 11 Return to Work provided you are symptom free (No further testing required)	13	14

IMPORTANT REMINDER: If you develop symptoms at any time during the first 5-days after your initial exposure, leave work, begin your 5-day quarantine period, and get tested. You may return to work on day 6 provided you are fever free for 24 hours without the use of fever reducing medications and your symptoms have subsided. No further testing is required.

Lebanon Public Libraries Supplement to the City Employee Mask, Testing and Quarantine Requirements

- If you are exposed at work you will be notified by your employer.
- If you had an exposure to COVID-19 and are vaccinated, library staff will be allowed to work in the library buildings, but will not place themselves in a situation in which they will have close contact with other staff for five days from the first known exposure date. The definition of close contact has been defined by the City of Lebanon.