



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

-
- 1. Call to Order**
 - 2. Public Hearing for the Acceptance of ARPA funds**
 - A. Accept \$11,649 for the purchase of an outdoor storage cabinet at Kilton
 - 3. Approval of Minutes**
 - A. Approve the February 22nd minutes
 - 4. New Business**
 - A. Approve the Treasurer's Report
 - B. Approve update to the Meeting Room Policy
 - C. Officer elections
 - 5. Committee Reports**
 - A. Foundation update
 - B. Facilities Committee update
 - 6. Other Business**
 - A. Discussion regarding the library mask mandate
 - B. Director's report
 - C. Deputy Director's report
 - 7. 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, February 22nd, 2022
7:00 PM**

MEMBERS PRESENT: Susan Weber Valiante (Secretary), Michael J. Stebbins (Treasurer), Ann Sharfstein, Donna Hartford, Tina Van Kley (Alt.), Doug Whittlesey (Alt.), Emma Wunsch, Morgan Swan, Philip Bush (Alt.)

MEMBERS ABSENT: Francis Oscadal (Chair)

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

1 **1. CALL TO ORDER:** Secretary Valiante called the meeting to order at 7:00PM. She appointed
2 Doug Whittlesey as a voting member for Chair Francis Oscadal.

3
4 Ms. Valiante welcomed Philip Bush as an alternate to the Library Board of Trustees. Director Fleming
5 explained that Mr. Bush was a member of the Board for the Library Foundation. He was instrumental in
6 helping the Foundation to raise the \$300,000.00 goal for the Lebanon Library renovation.

7
8 **2. APPROVAL OF MINUTES: November 23rd, 2021**

9
10 **Mr. Whittlesey MOVED to approve the January 25th, 2022 Minutes as presented in the February**
11 **22nd, 2022 agenda packet as amended.**

12 **Seconded by Ms. Sharfstein.**

13
14 **Amendments:**

15
16 Page 2, Line 51 Change “working with them on a taskforce to move ALA into the 21st century.” to
17 “chairing a taskforce to transform the ALA governance structure.

18 Page 3, Line 1 Change “Herhsh” to “Hirsch”

19 Page 3, Line 5 Change “non-fictions” to “non-fiction books”

20 Page 3, Line 13 Change “Children’s” to “Young Adult”

21
22 **Roll Call Vote:**

23 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Donna Hartford, Emma Wunsch, Ann**
24 **Sharfstein, Dough Whittlesey all voting Yea.**

25 **None voted Nay.**

26
27 ** The Vote on the MOTION passed (7-0).*

28
29 **3. NEW BUSINESS:**

30
31 **A. Approve the Treasurer’s Report:** Treasurer Stebbins explained that he had received the December
32 2021 information but had not received the January 2022 report yet. He said they ended the year with a
33 \$45,000.00 deficit. He did not receive anything in January for the budget actual or anything from the city.

1 Director Fleming explained that the City's accounting department had upgraded their systems and had
2 been having trouble with the transfer. He said they should have all their numbers in March.

3
4 **Mr. Swan MOVED to approve the Financial Report as presented.**
5 **Seconded by Mr. Whittlesey.**

6
7 **Roll Call Vote:**

8 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Donna Hartford, Emma Wunsch, Ann**
9 **Sharfstein, Dough Whittlesey all voting Yea.**
10 **None voted Nay.**

11
12 ** The Vote on the MOTION passed (7-0).*

13
14 **B. Approve the 2022 Special Funds Budget:** Director Fleming said that on the income side of things
15 they had not spent all the money that was projected for the bathroom renovation at Kilton so \$17,000.00
16 would be coming over to the Trustees from that. Director Fleming was projecting that the library would
17 have \$10,000.00 coming in from fines and dues. The Foundation, after a vote, should be providing
18 \$45,000.00 to the Trustees in annual appeal money.

19
20 On the expense side he said they upped the art and framing budget to \$2,000.00, just for this year. They
21 were asking for \$10,000.00 from the Trustees for books because of the Foundation providing extra money
22 this year. They bumped up the office and operational part of the budget, most of which would be for the
23 porta-potty rental. Overall, they were anticipating having \$10,000.00 more in revenue than expenses.

24
25 Mr. Whittlesey explained that if you look at the special funds budget there are 2 lines for capital
26 improvements, so they plan to condense the 2 lines into 1 line from now on.

27
28 Director Fleming said he would like a sub-committee created to look over budget descriptors, especially
29 on the expenses side.

30
31 **Ms. Hartford MOVED to approve the 2022 Special Funds budget.**
32 **Seconded by Mr. Whittlesey.**

33
34 **Roll Call Vote:**

35 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Donna Hartford, Emma Wunsch, Ann**
36 **Sharfstein, Dough Whittlesey all voting Yea.**
37 **None voted Nay.**

38
39 ** The Vote on the MOTION passed (7-0).*

40
41 **C, Approve Acceptance of \$11,649.00 in ARPA Grants Funds:** Discussion was had at previous
42 meetings on the ARPA grant funds.

43
44 **Ms. Sharfstein MOVED to approve the acceptance of \$11,649.00 in ARPA grant funds.**
45 **Seconded by Ms. Wunsch.**

46
47 **Roll Call Vote:**

48 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Donna Hartford, Emma Wunsch, Ann**
49 **Sharfstein, Dough Whittlesey all voting Yea.**
50 **None voted Nay.**

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

2
3 **3D. Approve Staff Guide Update:** Director Fleming explained that he just wanted language in place so
4 that when the library may close for snow days the staff could work from home remotely. He would like it
5 to be clear that the employees are expected to work from home. Director Fleming said he would be
6 making more updates to the staff guide. He just wanted to address snow days now.

7
8 **Mr. Swan MOVED to approve the staff guide regarding the snow day update.**
9 **Seconded by Ms. Sharfstein.**

10
11 **Roll Call Vote:**

12 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Donna Hartford, Emma Wunsch, Ann**
13 **Sharfstein, Dough Whittlesey all voting Yea.**

14 **None voted Nay.**

15
16 * *The Vote on the MOTION passed (7-0).*

17
18 **4. COMMITTEE REPORTS:** None

19
20 **5. OTHER BUSINESS:**

21
22 **A. Director's Report:** Director Fleming reported on the supplemental to the City's quarantine
23 requirements. He would like to modify the wording to say that if someone has an ongoing exposure to
24 someone with Covid, such as living with someone who has Covid, the employee would be out 10 days
25 from the first known date of exposure. Discussion was had among the Trustees. Director Fleming said
26 the employees would be encouraged to work at home while they were quarantining. The Trustees agreed
27 to the language that Director Fleming presented, and Director Fleming agreed to purchase some Covid
28 tests for the library to have on hand.

29
30 He also said that they were working on crafting language to lift the mask mandate in the future.

31
32 Director Fleming explained that they were reorganizing the Youth Services part of the library. They
33 would like to create two new positions. The first one would be a Youth Services Library Manager and a
34 Youth Services Librarian. The manager would be the supervisor of the other two people.

35
36 **B. Deputy Director's Report:** Deputy Director Lappin gave her report. She said the management team
37 were working on updating the library policies. They were currently looking at the collection development
38 policy and the internet use policy. She reported that the meeting rooms have been reopened and Jackie,
39 the Systems Librarian had been working to get everyone trained on the meeting room software.

40
41 Deputy Director Lappin said that Bea Couser, Library Technical Assistant was going to Portland, Oregon
42 to attend the Public Library Association Conference and had received a \$500.00 scholarship to attend
43 from ALA.

44
45 She said the 7th graders from the Upper Valley Waldorf school had been creating and donating hygiene
46 kits to be handed out at the libraries. She also reported that the Lebanon Library was getting busier since it
47 had reopened. She said they have been issuing a lot of new library cards to new residents of Lebanon.

48
49 **6. ADJOURNMENT:**

50
51 *A MOTION was made by Ms. Sharfstein to adjourn the meeting at 7:44pm.*

1 ***The MOTION was seconded by Ms. Wunsch.***

2

3 **Roll Call Vote:**

4 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Donna Hartford, Emma Wunsch, Ann**
5 **Sharfstein, Dough Whittlesey all voting Yea.**

6 **None voted Nay.**

7

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

9

10 Respectfully submitted,

11 Barbara Higgins

12 Recording Secretary

03/07/2022	BUDGET REPORT FOR CITY OF LEBANON			
Calculations As Of 02/29/2020				
		2022	2022	
		Amended Budget	Activity	
GL Number	Description			
Fund: 1100 GENERAL FUND				
Account Category: Appropriations				
1100-4550-0000-1100-0000	FULL TIME WAGES	702870	114492	16%
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0	9771	#DIV/0!
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0	22820	#DIV/0!
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	228610	10215	4%
1100-4550-0000-1300-0000	OVERTIME WAGES	0	146	#DIV/0!
1100-4550-0000-2100-0000	HEALTH/DENTAL INSURANCE	0	0	#DIV/0!
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	8670	0	0%
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	71270	11816	17%
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	98830	16105	16%
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	6980	781	11%
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3400	505	15%
1100-4550-0000-3000-0000	LEGAL SERVICES	0	0	#DIV/0!
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	0	4233	#DIV/0!
1100-4550-0000-4110-0000	WATER	2000	418	21%
1100-4550-0000-4120-0000	SEWER	1500	284	19%
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0	1745	#DIV/0!
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	59950	2801	5%
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	2050	437	21%
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	18380	619	3%
1100-4550-0000-5300-0000	COMMUNICATIONS	9600	518	5%
1100-4550-0000-5335-0000	INFORMATION ACCESS	0	148	#DIV/0!
1100-4550-0000-5400-0000	ADVERTISING	1000	0	0%
1100-4550-0000-5800-0000	TRAVEL	14900	1247	8%
1100-4550-0000-5875-0000	MILEAGE	1000	0	0%

1100-4550-0000-6000-0000	OFFICE SUPPLIES	5000	595	12%
1100-4550-0000-6100-0000	GENERAL SUPPLIES	15000	1475	10%
1100-4550-0000-6220-0000	ELECTRICITY	48000	8964	19%
1100-4550-0000-6230-0000	BOTTLED GAS	1500	642	43%
1100-4550-0000-6240-0000	FUEL OIL	2930	594	20%
1100-4550-0000-6260-0000	GASOLINE	0	0	#DIV/0!
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPLIES	50000	10330	21%
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	30000	6459	22%
Appropriations		1383440	228160	16%
Fund 1100 - GENERAL FUND:				
TOTAL APPROPRIATIONS		1383440	228160	16%
			2 months of 12	17%

03/06/22

Lebanon Public Library
Checking/Savings Balances
 As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	8,506.85
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	8,656.85
Total Current Assets	8,656.85
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	4,018.45
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 556...	116,478.91
Total Long Term Assets	116,478.91
Total Other Assets	116,478.91
TOTAL ASSETS	125,135.76
LIABILITIES & EQUITY	
Equity	
Retained Earnings	124,325.79
Net Income	809.97
Total Equity	125,135.76
TOTAL LIABILITIES & EQUITY	125,135.76

Lebanon Public Library
Cash In/Cash Out Statement
January 2022

	General Fund		TOTAL	
	Jan 22	Jan 22	Jan 22	Jan 22
Ordinary Income/Expense				
Income				
Contributions Income				
Foundation Contribution	130,000.00	130,000.00	130,000.00	130,000.00
Total Contributions Income	130,000.00	130,000.00	130,000.00	130,000.00
Fees/Fines Income	788.02	788.02	788.02	788.02
Interest Income -				
Carter Funds	3,849.16	3,849.16	3,849.16	3,849.16
Fees/Fines Savings Int	0.99	0.99	0.99	0.99
Total Interest Income -	3,850.15	3,850.15	3,850.15	3,850.15
Total Income	134,638.17	134,638.17	134,638.17	134,638.17
Expense				
Community Relations	100.10	100.10	100.10	100.10
Capital Improvements -				
Building Improvements	130,000.00	130,000.00	130,000.00	130,000.00
Total Capital Improvemen...	130,000.00	130,000.00	130,000.00	130,000.00
Books/Subscr/CD/DVD/T...	2,041.23	2,041.23	2,041.23	2,041.23
Miscellaneous Exp	855.00	855.00	855.00	855.00
Office/Operating Supplies	798.38	798.38	798.38	798.38
Postage/Delivery	21.49	21.49	21.49	21.49
Web Hosting/Domain Fees	12.00	12.00	12.00	12.00
Total Expense	133,828.20	133,828.20	133,828.20	133,828.20
Net Ordinary Income	809.97	809.97	809.97	809.97
Net Income	809.97	809.97	809.97	809.97

Meeting Room Policy

~~The Kilton Library meeting rooms include the Community Room, the Conference Room, and the Tutorial Room. The Lebanon Library has one meeting space, the All Purpose Room (APR).~~

Use of the meeting rooms is primarily for educational, cultural or civic organizations that are free and open to the public. The exceptions are board meetings for non-profit groups, which may be held in these rooms even though these meetings are not open to the public, and for-profit groups which may use meeting rooms for a fee. Publicly advertised meetings or programs must be open to all.

No groups or individuals may charge attendees, solicit donations or sell items or services.

Commercial use of library meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

Authors and artists hosted by the Lebanon Libraries may offer their works for sale incidental to a lecture or performance. Further, the Library Director may make exceptions for seminars, lectures and programs held in cooperation with the library, or for adult education courses sponsored by an established educational non-profit institution.

It is understood that library programming will have first priority in room use, and that room bookings made by outside groups may be preempted for library purposes.

~~Rooms may be reserved at <http://www.leblibrary.com/booking-calendar> or through the reference desk of either library. Any long term space reservation shall be considered but not assured.~~

The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

Groups organizing private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms.

~~Permission for groups composed of minors (under 18 years of age) to use the library meeting rooms will be granted only to adults who accept responsibility for supervising them throughout their activity.~~

The library reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly or illegal behavior/conduct.

~~Meeting rooms are a library resource and~~ should be left the way they were found. All supplies, food, drinks and trash should be removed by the user at the completion of the use of the room. For groups not using the kitchen there is a "pack it in, pack it out" policy. A cleanup fee of \$25 may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage. No tape of any type may be used on our walls. Please plan to bring an easel with you if you need to display materials.

Individuals and groups will be responsible for setting up tables and chairs for their meetings when needed. Library staff will provide assistance with equipment, such as the ~~screens~~ ~~projectors~~. Staff assistance may be unavailable when the Kilton Library Community Room is booked outside the hours when the building is open to patrons.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement.

Neither the name nor the address of the library building may be used as the official address or headquarters of an organization.

The libraries cannot provide storage areas for groups using the rooms on an ongoing basis.

As per City Code Article 14-3 (Alcoholic Beverages), "No person shall consume any liquor or beverage while in, under, above or upon public streets, alleys, sidewalks, parking lots or other city-owned land...". Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate by library staff will be asked to leave immediately. In addition, as is indicated by City of Lebanon policy, smoking is prohibited. Special exceptions may be made for events at which alcohol will be served. Permission must be granted by the Library Director, an Application for Use of City Property & Waiver for Alcohol Use form must be sent to City Hall, and the waiver must be issued by the City Manager.

FACILITIES:

KILTON LIBRARY:

The Community Room at Kilton Library is a multi-use room with a seating capacity of 100. For-profit groups may use the room at a charge of \$75.00 minimum for the first 4 hours and \$15.00 per hour thereafter. Wireless access is available and a projector is available. There is a tv screen available that can be connected to the internet. This meeting space is available outside of the hours when the library is fully open to the public. for after hours use.

The Conference Room at Kilton Library is for meetings of 12 or fewer. For-profit groups may use the meeting room at a charge of \$40.00 minimum for the first 4 hours and \$5.00 per hour thereafter. There is a tv screen available that can be connected to the internet. Wireless access is available and a projector is available.

The Tutorial Room at Kilton Library is for meetings of 5 or fewer. It is available on a first come, first served basis. Tutors being paid for their services may use this room at a fee of \$2 per hour. For-profit groups who are not tutors, may use this room at a fee of \$20.00 minimum for the first 4 hours and \$5.00 per hour thereafter. Wireless access is available. The Tutorial Room may be reserved by any one person or group for no more than one 4 hour session or two 2 hour sessions on any one day; and for no more than a total of 10 hours during the course of a single week. Wireless access is available

LEBANON LIBRARY

The Damren Room at Lebanon Library for meetings of 30 or fewer. There is a tv screen available that can be connected to the internet.

The Rotary Study Room is...for meetings of 6 or fewer.

The Arcade is...for meetings of 5 or fewer. There is a tv screen available that can be connected to the internet.



The Kitchen at Kilton Library has a stove and microwave for warming purposes, and a refrigerator and coffee pots that may be used for a fee of \$25.00 in conjunction with the Community Room. Use of the equipment from the kitchen, such as the coffee pot, hot water warmer, etc, will constitute a use of the kitchen and therefore a charge will be assessed.

The All Purpose Room at Lebanon Library is a multi-use room with a seating capacity of 30. For-profit groups may use the meeting room at a charge of \$40.00 minimum for the first 4 hours and \$5.00 per hour thereafter. Wireless access and a projector are available.

For-profits may use the rooms at a rate of \$25 per hour. Tutors may use the meeting rooms for free.

Parking is available at the Kilton Library in the parking lot behind the building, and on Tracy Street. Please do not park in the parking the Mascoma Savings Bank lot, the H&R Block Plaza lot, or any of the lots of nearby businesses.

LEBANON LIBRARY



All Lebanon Library parking is on-street.



EQUIPMENT:

The digital projectors are available for use in any of our meeting rooms for no charge. Please let us know if you would like one available during your meeting.

EXCEPTIONS:

The Library Director may occasionally make exceptions to this policy, on a case by case basis.

Adopted by the Board of Trustees: June 22, 2010 Revised: July 26, 2011; November 26, 2013; May 26, 2015; Sept. 19, 2015; Nov. 22, 2016; July 31, 2018

First survey of staff regarding lifting the library mask mandate

How important to you is meeting this potential criteria before we lift the library's mask mandate? (1 is not important/ irrelevant, 5 is very important/ extremely relevant)	Do you have any further thoughts or opinions about this criteria?	How important to you is meeting this potential criteria before we lift the library's mask mandate? (1 is not important/ irrelevant, 5 is very important/ extremely relevant)	Do you have any further thoughts or opinions about this criteria?	How important to you is meeting this potential criteria before we lift the library's mask mandate?	Do you have any further thoughts or opinions about this criteria?
To remove the mask mandate at LPL: The seven-day-average of new cases in New Hampshire must be lower than two hundred		To remove the mask mandate at LPL: Coronavirus cases must not be causing DHMC to divert patients to other hospitals.		To lift the mask mandate at LPL: Grafton County must be rated as having low COVID transmission	
3		3		3	
5		5		5	
3 No		4 No		5 No	
3		5		5	
1		5		5	
2		3		3	
5		5		5	
5		5		4	
5 should be even lower in my opinion		5		5	
5		5		5	
3		5			i think we should follow city policy
3		5		4	
3	I think we should do whatever the city does. But I haven't worked for a month and don't know when I'll get called in, so I shouldn't be making the decision. The staff working everyday have a lot more at stake.	3		3	
5		5		5	
5	Should be a higher number of days on average.	5		5	
4		5		5	
2		2		2	

Survey Answers - Supplement to other responses

To remove the mask mandate at LPL: The seven-day-average of new cases in New Hampshire must be lower than two hundred

See my answer to the third question - it answers both the first and third questions.

To remove the mask mandate at LPL: Coronavirus cases must not be causing DHMC to divert patients to other hospitals.

According to the state data, there are currently a total of 6 COVID-related hospitalizations in the Upper Valley, with 36 total hospitalizations in the whole state. The vast majority of hospitalizations are unvaccinated people who have had (and still have) opportunities to get the vaccine. If they choose to burden the healthcare system by not getting the vaccine, then that's their decision.

However, the city of Lebanon has an extremely high vaccination rate (90.4% of Lebanon residents have at least 1 dose, and 78.5% are fully vaccinated) and the likelihood of hospitalization for vaccinated people is very low, therefore we are not the ones contributing to the COVID hospitalizations. This is more of an issue for other institutions in areas where there is a high rate of unvaccinated people.

To lift the mask mandate at LPL: Grafton County must be rated as having low COVID transmission

If you are vaccinated, then you are no longer at risk of becoming severely ill, hospitalized, or dying from COVID. Since the city of Lebanon is 78.5% fully vaccinated, and 90.4% of residents have at least 1 dose of the vaccine, low COVID transmission is no longer an important and deciding factor. This is because even though we may catch COVID, we are highly unlikely to be severely affected by it.

What about children 5 and under who do not have the vaccine available to them?

Children 5 and under are highly unlikely to catch COVID, let alone die from it. If you look at CDC data by age group, children 0-4 years old make up 3.2% of the COVID-19 cases. For deaths, they make up 0.1% of the deaths. There isn't enough data to support that masks should be kept on for the sake of the children since they are a small minority affected by COVID.

At this point, everyone over the age of 5 has had a chance to get the vaccine. If they choose to not get vaccinated, then that is their right to decide.

Sources (with notes):

CDC COVID-19 County Check

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

Note: select New Hampshire and Grafton County. Our community levels are low, and the CDC says that although people can choose to mask at any time, we do not need to wear a mask indoors in public. This is only the case if the levels are high.

CDC Hospitalizations by Vaccination Status

<https://covid.cdc.gov/covid-data-tracker/#covidnet-hospitalizations-vaccination>

CDC Cases and Deaths by Vaccination Status

<https://covid.cdc.gov/covid-data-tracker/#rates-by-vaccine-status>

NH State COVID-19 Hospital Data

<https://www.covid19.nh.gov/dashboard/hospitals>

NH State COVID-19 Vaccination Statistics

<https://www.covid19.nh.gov/dashboard/vaccination>

Note: change the “Geographically By” to “Town”, and then click on Lebanon on the map. Hover over it to read the vaccination data. It shows that out of Lebanon’s 13,851 residents, 11,321 are fully vaccinated. For some reason, it doesn’t update the rest of the dashboard with the town-specific data, but it does show the town’s when you hover over it.

CDC’s Grafton County

https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=New+Hampshire&data-type=Risk&list_select_county=33009

CDC Cases and Deaths by Age Group

<https://covid.cdc.gov/covid-data-tracker/#demographics>

Note: Scroll down to the Cases by Age Group and Deaths by Age Group data visualizations.

NYT: Should You Still Wear a Mask?

<https://www.nytimes.com/article/mask-mandates-guidelines.html>

Note: “Children almost never suffer severe symptoms, whether or not they’re vaccinated. Many students have gone to school without masks during the pandemic — like in Britain, part of Europe and many U.S. states — and very few children have gotten seriously sick.”

Second survey of staff regarding lifting the library mask mandate

Are there other metrics that you would use to determine when to stop requiring masks (When the schools stop? When the city mandate is withdrawn?)	What resources do you recommend using to determine these decisions?
City	
city mandate	CDC recommendations
Another metric to consider would be the CDC community level being "Low" in both Grafton County and Windsor County.	CDC guidelines
When the City mandate is withdrawn	Here's the county level website: https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html
City mandate withdrawn.	CDC recommendations, average daily cases over the last 2 weeks. Hospitalised cases.
At least until the city mandate is withdrawn, and I would also recommend not to stop until the schools stop. That being said, I do think mask requirements should be in place until cases are down considerably, and the pandemic is past us. We work with the public, and removing the mask requirement is putting both the staff and community at risk. There may be some people (especially those with young children who cannot mask or be vaccinated) that may no longer feel welcome/safe in the library if we lift these restrictions.	Average daily cases in Grafton county. Hospitalised cases in Grafton county.
When the City mandate is withdrawn.	7 day average of new cases in Grafton county. Hospitalised patients that require intubation.
It would be fine to remove the library mandate when the city mandate ends.	The CDC guidance works for me.
I don't think we should base it off of local policies of institutions in the area. Instead, we should be looking at local and national data, medical sources, and COVID information from reputable sources.	The CDC, government data, the New York Times, medical journals. The thing to remember is that we have to take into account what the data looks like in our area. Since we have an extremely high vaccination rate in Lebanon (78.5% are fully vaccinated, while 90.4% have at least one dose), we are not a high risk area. If we get COVID, we are most likely not going to be hospitalized or die from it. Children under 5 who do not have the vaccine yet are highly unlikely to get COVID, let alone be hospitalized or die from it. https://www.yalemedicine.org/news/cdc-mask-guidance https://covid.cdc.gov/covid-data-tracker/#dataattribution-home https://data.cdc.gov/NCHS/Provisional-COVID-19-Deaths-Focus-on-Ages-0-18-Yea/nr4s-juj3 https://www.wmur.com/article/covid-19-vaccine-nh-town/37373063 ^ is based on data from the state: https://www.covid19.nh.gov/dashboard/vaccination Change the dropdown to Town and then locate Lebanon to see the data for the vaccination status of the city.
Simple majority of staff feeling comfortable and safe!	CDC COVID-19 Community Levels (metric that CDC recommends regular people use): https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html?ACSTrackingID=USCDC_2145-DM77689&ACSTrackingLabel=3.11.2022%20-%20COVID-19%20Data%20Tracker%20Weekly%20Review&deliveryName=USCDC_2145-DM77689 CDC COVID-19 Transmission Rates (metric that CDC recommends healthcare settings use): https://covid.cdc.gov/covid-data-tracker/?ACSTrackingID=USCDC_2145-DM77689&ACSTrackingLabel=3.11.2022%20-%20COVID-19%20Data%20Tracker%20Weekly%20Review&deliveryName=USCDC_2145-DM77689#county-view?list_select_state=all_states&list_select_county=all_counties&data-type=Risk COVID Act Now (simplified view of COVID data taken from CDC, DHHS, NYT, CCVI): https://covidactnow.org/us/new_hampshire-nh/county/grafon_county/?s=30361894 Precision for COVID Data (% of population vulnerable to COVID by county broken down in several different ways, by Surgo Ventures and based on CDC's Social Vulnerability Index): https://www.precisionforcoviddata.org/?metricId=ccvi&geoLevel=tract&fipsCode=33009&focusLevel=county&focusFips=33009
Vaccine availability for ages 0-4, and preferably once a high percentage of 0-4s in the state are vaccinated. It's important that families with young children know that their concerns are important to us and that they feel as comfortable as possible visiting the library.	
I don't think that following the schools or city is necessary because those decisions could very well be made based on political views rather than science (I'm not sure what the school board is like in Lebanon but it feels like this mindset is everywhere), plus the considerations for the population they serve may be different than ours.	
follow city mandate	city policy
Huh?	

Second survey of staff regarding lifting the library mask mandate

Are there other metrics that you would use to determine when to stop requiring masks (When the schools stop? When the city mandate is withdrawn?)

How about potential epidemiological trouble on the horizon? Don't we remember last year? To quote the great american philosopher Yogi Berra "It's like deja vu all over again."

I doubt that decisions at the schools or at the city level will be science driven and prudent. The entire discussion has been overtaken by overemotional hyperbole, nostalgia, and wishful thinking. (In other words: politics.)

We need another booster it turns out. (According to Pfizer anyhow.) We'll see how many get a fourth jab. (Sounds like Japan is considering a fourth jab recommendation and purchasing doses now.) I'm not super optimistic about the general American appetite for that advice.

The craze for removing all mitigation efforts, regardless of how sensible, and miraculously "returning to normal" (Hilarious!) is occurring simultaneously with an apparently waning vaccine immunity (per Pfizer, so...). This could be a problem. There are wastewater levels showing infectious upticks in many spots in the US and as always we seem to be lagging a few weeks behind Europe in this BA.2 variant spread. It's 1 in 10 cases of the ridiculously named "stealth omicron" in spots in the US now. It is supposedly slightly more contagious and similar in terms of virulence. Omicron spread mightily, and that should protect a number of people from re-infection with the BA.2 mutation, but there are still over half of all Americans who have not been exposed at all. This should give us pause as omicron was very capable of spreading widely in vaccinated populations.

I predict that everyone will loosen everything mitigating covid spread, making room for this variant to get around, and another round of infectious increase in April or May will follow. But hopefully a much smaller one than omicron. I think we will be thankful if we err on the side of caution and don't have to walk things back in a few months with regard to masks.

It hasn't even been three years yet with this thing, and there has been no real worldwide vaccine coverage effort. Thinking this stuff is behind us is unrealistically optimistic. It doesn't matter how many experts say "it's not over", we persist in this Pollyannaish hopefulness with every trough in the infectious waves.

Way back in 2020, The World Health Organization (WHO) advised governments that before reopening AT ALL, rates of positivity in testing (ie, out of all tests conducted, how many came back positive for COVID-19) of should remain at 5% or lower for at least 14 days.

Few reopening criteria met this metric, and at the time the efficacy of masks and such was touted as the mitigation effort we needed to "get back to normal." (Sound familiar?) Additionally, our access to testing has been spotty at best, so even if we were to follow such stringencies we would be at the mercy of local testing availability.

We are in a mass cultural moment of just giving in to covid and just metabolizing the myriad damages as inevitable. That is what I hear when I hear "get back to normal." So a dinky little institution like us should hold on to as much prudence and caution as we can, while we can.

What resources do you recommend using to determine these decisions?

<https://coronavirus.jhu.edu/>
<https://covid.cdc.gov/covid-data-tracker/#wastewater-surveillance>
<https://yourlocalepidemiologist.substack.com/>

Buildings and Grounds Issues

report generated on Mar 08, 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:

door doesn't close correctly off Kilton office to the outdoors

In progress

- 1. Contact Fortified Lock and Safe
 - 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

In progress

- 1. make sure work gets done
 - Assigned to:

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:

exterior steel rusting at Kilton

To do

- 1. Make sure this is part of the painting contract, or that it gets done by library staff
 - 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:

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

To do

- 1. make sure work gets done
 - Assigned to:

Done

- 1. contact Odie
 - Assigned to:

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: