



**LEBANON LIBRARY BOARD OF TRUSTEES
APRIL 26, 2022 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve the March 22, 2022 minutes
 - 3. New Business**
 - A. Approve the Treasurer's Report
 - B. Approve update to the No Trespass Policy
 - 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, March 22nd, 2022
7:00 PM**

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

MEMBERS ABSENT: Donna Hartford, Doug Whittlesey(Alt.)

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. He appointed Phil Bush
2 as a voting member for Donna Hartford. It was noted that Mr. Morgan Swan was appearing by remote
3 for health issues.
4

5 **2. PUBLIC HEARING FOR THE ACCEPTANCE OF ARPA FUNDS:**
6

7 **A. Accept \$11,649.00 for the purchase of an outdoor storage cabinet at Kilton-**There was no
8 discussion had. The acceptance of the funds needed to be posted in the newspaper 10 days before the
9 vote could take place. That happened in time for the meeting.
10

11 **Ms. Sharfstein MOVED to accept the ARPA funds of \$11,649.00.**

12 **Seconded by Ms. Valiante.**
13

14 **Roll Call Vote:**

15 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann**
16 **Sharfstein, Phil Bush all voting Yea.**

17 **None voted Nay.**
18

19 ** The Vote on the MOTION passed (7-0).*
20

21 **3. APPROVAL OF MINUTES: February 22nd, 2022**
22

23 **Ms. Valiante MOVED to approve the February 22nd, 2022, Minutes as presented in the March**
24 **22nd, 2022 agenda packet as amended.**

25 **Seconded by Mr. Stebbins.**
26

27 **Amendments:**
28

29 Page 1, Line 24 Change "Dough" to Doug"

30 Page 2, Line 9 Change "Dough" to "Doug"

31 Page 2, Line 18 Change "\$45,000.00" to "\$35,000.00"

32 Page 2, Line 36 Change "Dough" to "Doug"

33 Page 2, Line 49 Change "Dough" to "Doug"

34 Page 3, Line 13 Change "Dough" to "Doug"

Page 3, Line 46 Change “sine” to “since”

Page 4, Line 5 Change “Dough” to “Doug”

Roll Call Vote:

Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.

None voted Nay.

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

4. NEW BUSINESS:

A. Approve the Treasurer’s Report: Treasurer Stebbins explained that he only had the January special funds report and that next meeting he should have all the reports up to date. The Library Trustees were in a surplus by \$809.00. They received the \$130,000.00 annual appeal in the middle of January. The Carter Fund had just over \$3,800.00 in it. Some supplies had been purchased such as N95 masks and books. City Funds were under budget by about \$2,400.00. Per the amended budget by actual they were over budget by about \$4,700.00. For the part time wages they were under budget by \$2,6000.00 and under budget in repairs and maintenance by about \$7,000.00. Small tools and equipment were under budget by about \$1,500.00.

**Ms. Wunsch MOVED to approve the Financial Report as presented.
Seconded by Ms. Sharfstein.**

Roll Call Vote:

Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.

None voted Nay.

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

B. Approve Update to the Meeting Room Policy- Director Fleming explained the purpose of updating the meeting room policy was to get the description of the rooms up to date and to put in a flat fee for the room use. He said some of it was also housekeeping. Ms. Valiante suggested that wording could be changed on page 10 of 21, 3rd paragraph, 3rd line to say “their” instead of “his/hers”.

**Ms. Valiante MOVED to approve the updated meeting room policy as presented with 1 noted change.
Seconded by Ms. Sharfstein.**

Roll Call Vote:

Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann Sharfstein, Phil Bush all voting Yea.

None voted Nay.

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

C. Officer Elections- Chair Oscadal explained that he had agreed to serve as Chair again, as well as Ms. Valiante as Secretary and Mr. Stebbins as Treasurer for the coming year if elected.

1 **Ms. Wunsch NOMINATED Francis Oscadal for Chair, Susan Weber Valiante for Secretary, and**
2 **Michael Stebbins for Treasurer for the upcoming 2022-2023 year.**
3 **Seconded by Ms. Sharfstein.**

4
5 **Roll Call Vote:**

6 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann**
7 **Sharfstein, Phil Bush all voting Yea.**

8 **None voted Nay.**
9

10 ** The Vote on the Nominations passed (7-0).*
11

12 **5. COMMITTEE REPORTS:**
13

14 **A. Foundation Committee Update:** Director Fleming said the Foundation approved their budget and in
15 doing so also approved \$35,000.00 to go to the Library Trustees. They talked about having an ongoing
16 goal of making that commitment annually. Mr. Bush reported that the Foundation was working on more
17 ways to fundraise and said that Heidi Conner, who was the consultant on the capital campaign, had now
18 joined the Board.
19

20 **B. Facilities Committee Update-** Director Fleming said that things had changed a lot in the last couple
21 of years as far as the usage of Kilton Library. He was wondering if there would still be as much need to
22 increase parking as there has been and was wondering if they should still pursue buying the property next
23 door for parking. Discussion was had among the Trustees, and it was decided that they should stay the
24 course as to trying to buy the property when it goes up for sale.
25

26 Discussion was had about getting a vending machine for the library. Deputy Director Lappin said that
27 they used to have snacks at the library, but they do not anymore. The employees expressed a desire to be
28 able to get something to eat while at work and perhaps working late. Ms. Valiante was worried about
29 food and the books getting ruined. She suggested that maybe the library could provide a basket of snacks
30 for the employees to grab from. Mr. Bush said he would not like to see all the packaging that is used in
31 vending machines thrown away. Deputy Director Lappin said that she had not thought about that and
32 agreed with Mr. Bush. Mr. Swan said he was thinking about the kids and what kind of food was in the
33 vending machines. It was decided that a sub-committee would look into the vending machine issue.
34

35 **6. OTHER BUSINESS:**
36

37 **A. Discussion regarding the library mask mandate:** Director Fleming suggested dropping the mask
38 mandate in the libraries when the city does. He thinks that the City of Lebanon would be dropping their
39 mask mandate soon. He said some of the staff did voice concern about the mask mandate going away and
40 were worried about that. He said the subs indicated they were fine with it. He suggested following the
41 City's guidelines on mask usage in the libraries. Discussion was had among the Trustees about wearing
42 masks in the libraries.
43

44 **Ms. Sharfstein MOVED to follow City guidance on masks mandates with the change going into**
45 **effect Monday, March 28th, 2022 or on whatever date the City Council chooses, whichever date is**
46 **later.**

47 **Seconded by Ms. Wunsch.**
48

49 **Roll Call Vote:**

50 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann**
51 **Sharfstein, Phil Bush all voting Yea.**

1 **None voted Nay.**

2
3 *** The Vote on the MOTION passed (7-0).**

4
5 **B. Director's Report:** Director Fleming gave his director's report. He said that DB Lights was going to
6 look for a new place to set their lights up next year. Director Fleming said it was an amicable parting
7 with the library.

8
9 He also reported that he would be on vacation for 2 weeks in April. He thanked the Board members who
10 were re-elected and everyone else who was on the Board for their service to the libraries. He said that
11 there would be a grand re-opening for the Lebanon Library he was just not sure when, though.

12
13 **C. Deputy Director's Report:** Deputy Director Lappin gave her report. She reported that Teen
14 Librarian, Nikki Rheume, would be back full-time on April 11th, 2022. She also said that Bea Couser
15 was in Portland, Oregon attending the Public Library Association meeting. Ms. Couser had also given a
16 presentation to the Upper Valley Coop Group about cataloging a few weeks ago.

17
18 **6. ADJOURNMENT:**

19
20 *A MOTION was made by Ms. Wunsch to adjourn the meeting at 7:50pm.*
21 *The MOTION was seconded by Mr. Stebbins.*

22
23 **Roll Call Vote:**

24 **Susan Weber Valiante, Morgan Swan, Michael Stebbins, Francis Oscadal, Emma Wunsch, Ann**
25 **Sharfstein, Phil Bush all voting Yea.**

26 **None voted Nay.**

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

29
30 Respectfully submitted,
31 Barbara Higgins
32 Recording Secretary

03/19/22

Lebanon Public Library
Checking/Savings Balances
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	20,574.97
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	20,724.97
Total Current Assets	20,724.97
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	4,019.34
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 556...	116,479.80
Total Long Term Assets	116,479.80
Total Other Assets	116,479.80
TOTAL ASSETS	137,204.77
LIABILITIES & EQUITY	
Equity	
Retained Earnings	124,325.79
Net Income	12,878.98
Total Equity	137,204.77
TOTAL LIABILITIES & EQUITY	137,204.77

03/19/22

Lebanon Public Library
Cash In/Cash Out Statement
February 2022

	General Fund		TOTAL	
	Feb 22	Jan - Feb 22	Feb 22	Jan - Feb 22
Ordinary Income/Expense				
Income				
Contributions Income				
Foundation Contribution	0.00	130,000.00	0.00	130,000.00
Restricted Income	11,649.00	11,649.00	11,649.00	11,649.00
Total Contributions Income	11,649.00	141,649.00	11,649.00	141,649.00
Fees/Fines Income	1,264.66	2,052.68	1,264.66	2,052.68
Interest Income -				
Carter Funds	0.00	3,849.16	0.00	3,849.16
Fees/Fines Savings Int	0.89	1.88	0.89	1.88
Total Interest Income -	0.89	3,851.04	0.89	3,851.04
Total Income	12,914.55	147,552.72	12,914.55	147,552.72
Expense				
Accounting/Bookkeeping Ser...	100.00	100.00	100.00	100.00
Community Relations	0.00	100.10	0.00	100.10
Art/Framing	177.35	177.35	177.35	177.35
Capital Improvements -				
Building Improvements	0.00	130,000.00	0.00	130,000.00
Total Capital Improvements -	0.00	130,000.00	0.00	130,000.00
Books/Subscr/CD/DVD/Tapes	0.00	2,041.23	0.00	2,041.23
Miscellaneous Exp	0.00	855.00	0.00	855.00
Office/Operating Supplies	554.93	1,353.31	554.93	1,353.31
Postage/Delivery	2.36	23.85	2.36	23.85
Repairs/Maintenance	10.90	10.90	10.90	10.90
Web Hosting/Domain Fees	0.00	12.00	0.00	12.00
Total Expense	845.54	134,673.74	845.54	134,673.74
Net Ordinary Income	12,069.01	12,878.98	12,069.01	12,878.98
Net Income	12,069.01	12,878.98	12,069.01	12,878.98

04/07/2022

BUDGET REPORT FOR CITY OF LEBANON
Calculations As Of 03/31/2020

		2022	2022	
		Amended Budget	Activity	Percentage spent
GL Number	Description			
Fund: 1100 GENERAL FUND				
Account Category: Appropriations				
1100-4550-0000-1100-0000	FULL TIME WAGES	702,870.00	181,572.72	26%
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	15,060.16	#DIV/0!
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	32,656.48	#DIV/0!
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	228,610.00	17,667.31	8%
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	145.92	#DIV/0!
1100-4550-0000-2100-0000	HEALTH/DENTAL INSURANCE	0.00	0.00	#DIV/0!
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	8,670.00	0.00	0%
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	71,270.00	18,531.84	26%
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	98,830.00	25,536.72	26%
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	6,980.00	2,073.00	30%
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,400.00	824.99	24%
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	#DIV/0!
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	0.00	4,301.21	#DIV/0!
1100-4550-0000-4110-0000	WATER	2,000.00	418.00	21%
1100-4550-0000-4120-0000	SEWER	1,500.00	283.51	19%
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	4,955.00	#DIV/0!
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	59,950.00	6,921.28	12%
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	2,050.00	776.95	38%
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	18,380.00	1,138.00	6%
1100-4550-0000-5300-0000	COMMUNICATIONS	9,600.00	1,115.54	12%
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	867.99	#DIV/0!
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	0%
1100-4550-0000-5800-0000	TRAVEL	14,900.00	1,664.30	11%
1100-4550-0000-5875-0000	MILEAGE	1,000.00	0.00	0%

1100-4550-0000-6000-0000	OFFICE SUPPLIES	5,000.00	936.43	19%
1100-4550-0000-6100-0000	GENERAL SUPPLIES	15,000.00	2,828.51	19%
1100-4550-0000-6220-0000	ELECTRICITY	48,000.00	24,425.14	51%
1100-4550-0000-6230-0000	BOTTLED GAS	1,500.00	928.52	62%
1100-4550-0000-6240-0000	FUEL OIL	2,930.00	691.10	24%
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPLIES	50,000.00	11,883.52	24%
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	30,000.00	6,898.90	23%
Appropriations		1,383,440.00	365,103.04	26%
			3 months of 12	25%

No Trespass Policy Lebanon Public Libraries

Overview

Individuals who violate our Rules and Regulations Policy may be denied access to both libraries and their grounds through the issuance of a written No-Trespass Notice.

Issuance of No-Trespass Notices by Library Staff

The procedure for issuing a No-Trespass Notice will involve three library staff members **preferably** coming to a consensus regarding whether or not to issue the Notice, and the length of time for which it shall be issued. The Library Director, or **in their absence, the Deputy Library Director** and the individual(s) on staff most knowledgeable regarding the situation leading to the issuance of a No-Trespass Notice **should ~~must~~** be involved in this process. **Should this group not be able to come to a consensus, the Library Director or the Deputy Library Director will render a decision regarding the issuance of the No-Trespass Notice.**

Each No-Trespass Notice must be in writing and specify:

- 1) The reason for the Notice
- 2) A description of the specific behavior(s) leading to the Notice
- 3) The scope and duration of the prohibition
- 4) The potential consequences of the violation of the prohibition
- 5) The appeal avenue available, described below

The scope, duration, and other stipulations of the No-Trespass Notices must be proportional to the underlying misconduct.

No-Trespass Notices will be sent via certified mail, or will be delivered by the Lebanon Police Department.

Copies of all No-Trespass Notices will be provided to the Chief of Police, and will be made available to library staff. Library staff will be notified of the name and length of time that a patron is trespassed whenever a letter is issued.

Appeal Procedures

Patrons may appeal a No-Trespass Notice by submitting an appeal in writing, within fifteen days of the Notice issue date, to the Library Director. The appeal will be sent to the Chair of the Board of Trustees.

Consideration of Appeal

In the written appeal, the basis of appeal should be stated as precisely as possible. The following bases of appeal will be considered:

- A compelling reason for needing access to the area from which one has been excluded (*e.g.*, attendance at Alcoholics Anonymous meetings). In the letter of appeal, the location and time of desired access and the reason for access should be included.
- A clear abuse of discretion by the official who authorized or issued the No-Trespass Notice.
- New information or evidence related to the incident or circumstances around the issuance of the No-Trespass Notice (*e.g.*, resolution of criminal or judicial case).

Upon receipt of an appeal request, a member of the Library Board of Trustees, preferably the Chair, will review the appeal, consulting as needed with library staff to verify the need for access to the library, to gather additional information or advice, or to review the impact that an appeal may have on the victim(s), and may also consult with the trespassed person. The appeal will be considered first and foremost in the context of the health, safety, and security of the patrons and staff at the libraries. For letters of trespass issued with a term of six months or less, the board member who reviews the appeal can determine if the appeal process should proceed to the entire board.

Appeal Decision

The Library Board of Trustees will review the appeal at a regularly scheduled meeting, or one convened for this purpose. Following a vote by the board, the Library Board Chair or designee will render a written decision regarding the appeal. The appeal decision may 1) uphold the No-Trespass Notice, 2) modify it (*e.g.*, granting access to specific locations at specific times), or 3) vacate it.

Disclosure to Affected Parties

In all cases, the aggrieved party will be notified of the decision of the board regarding their consideration of the appeal. If the original No-Trespass Notice is vacated or modified, the Library staff will be notified of the appeal decision.

Reporting a Potential Violation of a No-Trespass Notice

Library staff should contact the Lebanon Police Department if they believe that an individual is present in the library or on its grounds in violation of a No-Trespass Notice.

Consequences of Violation of a No-Trespass Notice

All persons who violate No-Trespass Notices may face prosecution for unlawful trespass under New Hampshire criminal and civil law.

Adopted by the Board of Trustees: October 22, 2019

April highlights

What I Learned at the Public Library Association Conference, March, 2022 - Beatrice Couser

Sessions I attended:

Opening session with Luvvie Ajayi Jones

- To speak up, use my influence, even when afraid, have solidarity and represent marginalized groups

Find the first amendment: A library puzzle

- Pornography is legal but obscenity is not

Effective security strategies

- Use [APA Style Guide for Bias Free Language](#)
- This one was unfortunately a dud otherwise

Removing Bias and barriers from your cataloging

- Books about women's history, black history, LGBT history, non-Western history are often assigned to 300s rather than 900s
- Best practices for organizing items/assigning call numbers in the 900s

Leveraging staff talent to create your strategic vision

- Restorative practice is doing something with a group rather than doing it to them
- Staff-driven wellness committee and celebrating staff is important and part of strategic plan

How to organize a library bike ride

How to throw murder mystery party at your library

Inclusion, diversity, equity, and anti-racism in a sundown town

- How to use archives, library services to find proof of historical injustice (sundown town)
- How to tell if your town is a sundown town
- [The website for their project is sooo good](#)
- Reparation: Host listening tours to literally listen to community and see what community needs

From weeded books to growing partnerships and nourishing community

- What to do with like-new books other than sell- put in laundromat, food bank, [Head Start](#), houseless outreach, LFLs - either go fill them or [sign up on LFL website to let people take them to fill up their own](#), pediatrician offices, clinics, so much more!

APA Presents press play

- This wasn't so much a notetaking session as just a listening session

Ready access: reentry services for decarcerated populations

- 1/3 of the country is impacted by incarceration including friends and family

- 24 individual states proportionally incarcerate more people than the U.S. does proportionally, and the U.S. locks up the most in the world
- Good webinar: [Nothing for us without us](#)- IMLS, Research Institute for Public Libraries
- Another good resource is [Ear Hustle](#), podcast made by inmates
- A knock at midnight by Britney Barnett
- [Ready Access' whole website](#) (templates!!)

Free and fresh fridge

- How to begin to provide fresh produce to the public, especially as a tie-in with community gardens and local organizations
- Fridge in foyer or vestibule with produce, recipe cards (bilingual)- food from food bank, [gleaning](#) organizations (Willing Hands!), donations

Hear from asian pacific american library leaders

- I want to join [APALA](#)
- This also wasn't so much a notetaking session as just a listening session

Teamwork makes the dream work

Closing session w Kal Penn

Library Carpentries Workshop

We hosted a 4-day workshop for NH public librarians in the first week of February. Our workshops had a greatly increased attendance of 15 attendees and we taught the subjects Tidy Data, SQL, Regular Expressions, and OpenRefine. Our learners were greatly motivated by the ability to create SQL reports for their catalog, and use OpenRefine to process their spreadsheets to make them more usable and understandable.

This was Ron's first time participating in a Library Carpentries workshop, and he did an excellent job, and even stepped in to help co-teach a lesson when one instructor experienced a technology issue and was unable to share her screen for most of her lesson.

A quote from one of our attendees who is a library director:

"I cannot tell you how extremely impressed I am with the Library Carpentry classes - I would really love to volunteer to be a helper on one or get involved with the NH team in any way. I think all librarians should be doing this."

Best,

Jaki

--

Jacqueline Frisina
Systems Librarian