



**LEBANON LIBRARY BOARD OF TRUSTEES
MAY 24, 2022 - 7:00 PM
LEBANON LIBRARY DAMREN ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve the April 26, 2022 minutes
 - 3. New Business**
 - A. Approve the Treasurer's Report
 - B. Approve new Youth Services Librarian job description, and update to the Children's Librarian job description
 - 4. Committee Reports**
 - A. Foundation update
 - 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, April 26th, 2022
7:00 PM**

MEMBERS PRESENT: Francis Oscadal, Michael J. Stebbins (Treasurer), Donna Hartford, Morgan Swan, Philip Bush (Alt.)

MEMBERS ABSENT: Susan Weber Valiante (Secretary), Emma Wunsch, Ann Sharfstein, Tina Van Kley (Alt.), 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 7:01PM. Mr. Phil Bush was
2 appointed as a voting member in Ms. Susan Weber Valiante's absence.

3
4 **2. APPROVAL OF MINUTES: March 22nd, 2022**

5
6 **Mr. Swan MOVED to approve the March 22nd, 2022, Minutes as presented in the April 26th, 2022**
7 **agenda packet.**

8 **Seconded by Mr. Stebbins.**

9
10 ** The Vote on the MOTION passed (5-0).*

11
12 **3. NEW BUSINESS:**

13
14 **A. Approve the Treasurer's Report:** Treasurer Stebbins gave the report on the special funds for
15 February. He said they were currently in a surplus of \$12,879.00. They received \$11,649.00 of restricted
16 income in the month of February as well as an additional \$1,200.00 in fines. As for expenses there were
17 \$555.00 worth of office supplies purchased.

18
19 On the city budget side, they were currently over budget by \$19,000.00. Full time wages were over by
20 about \$5,800.00, part time wages were over by about \$8,200.00. Repairs and maintenance were under
21 budget by \$8,000.00 and they were over budget in electricity by \$12,000.00. Travel was under budget by
22 \$2,000.00 and lawn care and software was over budget by about \$4,000.00 each.

23
24 Director Fleming said he was a little concerned about the electricity budget but said to keep in mind that
25 the Lebanon Library renovations changed the way the library was heated and cooled.

26
27 **Mr. Bush MOVED to approve the Financial Report as presented.**

28 **Seconded by Ms. Hartford.**

29
30 ** The Vote on the MOTION passed (5-0).*

31
32 **B. Approve Update to the No Trespass Policy-** Director Fleming said it was a new policy that was put
33 together a few years ago because he did not want the Library Director's position to bare the responsibility
34 of issuing letters of trespass without there being some kind of process in place to do so. He explained the

1 thought and process behind the policy. He said that in the past the no trespass was issued once a
2 consensus was made to do so within the library. He would like a change made that reflects that in case a
3 consensus is not come to, the library Direct or Deputy Director, in the Director's absence, would make the
4 final decision.

5
6 The next proposed change was that the Chair of the Library Board of Director's be the person who looked
7 at an appeal to a no trespass letter. Chair Oscadal asked questions and was wondering if a lot of appeals
8 came in, would it be fair for the Chair to be the only one reviewing the appeals. Mr. Swan suggested the
9 wording could be, "Upon receipt of an appeal request the Chair of the Library Board of Trustees or a
10 member of the Board designated by the Chair."

11
12 Director Fleming wanted to clarify, also, that a special meeting would not need to convene to review an
13 appeal. Mr. Bush also asked questions about the policy and the wording. Other discussion was had about
14 when a special meeting might need to be convened.

15
16 **Mr. Swan MOVED to approve the changes to the No Trespass Policy as written.**
17 **Seconded by Mr. Stebbins.**

18
19 ** The Vote on the MOTION passed (5-0).*

20
21 **4. COMMITTEE REPORTS:** None

22
23 **5. OTHER BUSINESS:**

24
25 **A. Director's Report** – Director Fleming gave an update on the alternative work policy and how it was
26 working out. He said that it had been working well and seemed to be good for the morale of the staff. He
27 said work was getting done if an employee was working from home. He also thought the policy helped to
28 retain staff.

29
30 **B. Deputy Director's Report:** Deputy Director Lappin agreed with Director Fleming on his update of
31 the alternative work policy. She said the libraries were currently in the middle of a spring reading
32 challenge and a summer reading program would be taking places as well. She also reported that the teen
33 librarian was back from her parental leave.

34
35 **6. ADJOURNMENT:**

36
37 *A MOTION was made by Ms. Hartford to adjourn the meeting at 7:47pm.*
38 *The MOTION was seconded by Mr. Bush.*

39
40 ** The Vote on the MOTION passed (5-0).*

41
42 Respectfully submitted,
43 Barbara Higgins
44 Recording Secretary

City budget expenses as of 4/30/22

Description	2022 Amended Budget	Activity For 04/30/2022	YTD Balance 04/30/2022	Available Balance 04/30/2022	% Bdgt Used
FULL TIME WAGES	702,870.00	67,141.84	221,882.31	480,987.69	31.57
PART TIME WAGES 20-24	0.00	5,368.64	18,233.92	(18,233.92)	100.00
PART TIME WAGES 25-29	0.00	10,184.60	38,745.21	(38,745.21)	100.00
TEMPORARY PT WAGES	228,610.00	7,977.86	22,503.73	206,106.27	9.84
OVERTIME WAGES	0.00	0.00	145.92	(145.92)	100.00
LIFE & DISABILITY INSURANCE	8,670.00	748.44	2,126.82	6,543.18	24.53
FICA & MEDICARE TAXES	71,270.00	6,793.35	22,608.21	48,661.79	31.72
RETIREMENT: MUNICIPAL	98,830.00	9,440.11	31,204.23	67,625.77	31.57
TRAINING/LICENSES/DUES	6,980.00	164.99	2,237.99	4,742.01	32.06
WORKERS' COMPENSATION	3,400.00	323.29	1,018.32	2,381.68	29.95
LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
SOFTWARE:	0.00	483.00	4,784.21	(4,784.21)	100.00
WATER	2,000.00	0.00	418.00	1,582.00	20.90
SEWER	1,500.00	0.00	283.51	1,216.49	18.90
LAWN CARE/SNOW PLOWING	0.00	2,055.00	7,010.00	(7,010.00)	100.00
REPAIR/MAINTENANCE SERVICES	59,950.00	761.84	9,071.40	40,444.60	15.13
RENTAL OF EQUIPMENT & VEHICLES	2,050.00	260.53	1,037.48	1,012.52	50.61
OTHER PURCHASED SERVICES	18,380.00	682.50	1,886.50	16,493.50	10.26
COMMUNICATIONS	9,600.00	52.35	1,167.89	8,432.11	12.17
INFORMATION ACCESS	0.00	1,150.00	2,017.99	(2,017.99)	100.00
ADVERTISING	1,000.00	22.10	22.10	977.90	2.21
TRAVEL	14,900.00	189.70	1,854.00	13,046.00	12.44
MILEAGE	1,000.00	11.70	11.70	988.30	1.17
OFFICE SUPPLIES	5,000.00	11.60	1,000.84	3,999.16	20.02
GENERAL SUPPLIES	15,000.00	1,644.86	5,052.72	9,947.28	33.68
ELECTRICITY	48,000.00	2,211.05	26,636.19	21,363.81	55.49
BOTTLED GAS	1,500.00	42.02	970.54	529.46	64.70
FUEL OIL	2,930.00	0.00	691.10	2,238.90	23.59
BOOKS/PERIODICALS/AUDIO/VISUAL	50,000.00	11,792.07	24,195.45	25,804.55	48.39
FURNISHINGS, SMALL TOOLS &	30,000.00	781.09	7,679.99	22,320.01	25.60

1,383,440.00	130,294.53	456,498.27	916,507.73	33.00
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POSITION TITLE: Youth Services Librarian

DEPARTMENT: Library System

REPORTS TO: Library Director

FLSA DESIGNATION: Exempt

AFFILIATION: Unaffiliated

SALARY GRADE: ???

Position purpose:

The Youth Services Librarian is a management level professional position that is responsible for the children and teen departments of both libraries. The individual in this position works as a member of the library management team in making policy and budget recommendations to be adopted by the library board of trustees. This position has substantial contact with other city departments, vendors and the public.

Essential functions:

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

- Supervises one regular full-time Children's Librarian, and one regular full-time Library Assistant who works primarily in Youth Services.
- Directs training of youth services staff and substitutes.
- Provides significant input into hiring decisions.
- Plans, budgets for, publicizes, and implements programming and resources for teens, children and their caregivers. Coordinates with the youth services staff and Outreach Librarian to develop, publicize, present, and evaluate engaging library programs and

services for teens, children and their caregivers both independently and collaboratively, taking into consideration principles of youth development; community assets; and the diverse educational, recreational, and personal needs of local youth.

- Administers teen and children's materials and programming budgets.
- Determines technology needs and best practices for youth in partnership with the IT and Systems librarians.
- Manages the children's and teen collections.
- Coordinates with Lebanon schools and city departments and agencies regarding library services and programming.
- Collaborates with the Outreach Librarian to organize outreach of teen and children's services in the community.
- Performs administrative functions, preparing reports, measuring outcomes, and making decisions regarding the youth services department.
- Assists in developing long range strategic, programmatic, and structural goals for the libraries.
- Work with the library's management team and/or ad hoc committees to make policy, hiring and budget recommendations to the library board of trustees.
- Works a regular schedule on public service desks.

Recommended Minimum Qualifications:

Education, Training and Experience:

- Masters of Library and Information Science (MLIS) required
- Two years experience in a public library setting
- Supervisory experience preferred

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

Knowledge, Ability & Skill:

- Excellent verbal, written and customer service skills.
- Ability to work effectively with the public; city departments; schools; social service agencies; children's service providers.
- Fosters relationships with community stakeholders regarding youth services and needs.
- Ability to work independently and with minimal supervision, with an understanding of when consultation with and/or approval by the Library Director is needed.

- Ability to work in a fast-paced environment, take initiative and effectively prioritize tasks.
- Ability to deal with individuals and situations with professionalism and sensitivity.
- Current technology skills, including the use of city and state computer programs, and library-specific applications are essential, as well as the ability to assist with patron technology needs.
- Ability to perform specific research as requested, use discretion, and effectively assess the needs of diverse populations.
- Ability to stay current on evolving technology, collection development, programming and educational trends in the library profession.
- Excellent organizational skills; accuracy; attention to detail and ability to meet deadlines.
- Ability to plan long-term.
- The ideal candidate will act as an advocate for children and their educational and social needs within the library, and have a genuine passion for engaging, nurturing and mentoring children.

Licenses/Certifications:

- None

Physical Requirements:

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

Lift or move up to 10 pounds: frequently required
 Lift or move up to 30 pounds: occasionally required
 Lift or move 36 pounds to over 100 pounds: rarely, if ever required
 Stand: up to 1/3 of the time per day
 Walk: up to 1/3 of the time per day
 Sit: up to 2/3 of the time per day
 Talk or Hear: up to 2/3 of the time per day
 Use hands to finger, handle or feel: up to 1/3 of the time per day
 Climb or balance: rarely, if ever required
 Stoop, kneel, crouch or crawl: occasionally required
 Reach with hands and arms: up to 1/3 of the time per day
 Taste or smell: rarely, if ever required

Vibration: rarely, if ever required

Vision: at or correctable to normal ranges

Job Environment:

- Office work is performed under typical office conditions; work environment is moderately quiet. This position involves work during regular library hours, including nights and weekends.
- Operates computer, calculator, copier, fax machine, and other standard office and library equipment.
- Makes frequent contacts with the public and other libraries. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.
- Has access to department-related confidential information.



POSITION TITLE: Children's Librarian

DEPARTMENT: Library System

REPORTS TO: Youth Services Librarian

FLSA DESIGNATION: Exempt

AFFILIATION: Unaffiliated

SALARY GRADE: ???

Position purpose:

The Children's Librarian is a management level professional position that works mainly in the children and teen departments of both libraries. The individual in this position works as a member of the library management team in making policy and budget recommendations to be adopted by the library board of trustees. This position has substantial contact with the public.

Essential functions:

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

- Develop, publicize, present, and evaluate engaging library programs and services for teens, children and their caregivers both independently and collaboratively, taking into consideration principles of youth development; community assets; and the diverse educational, recreational, and personal needs of local youth.
- Under the direction of the Youth Services Librarian, selects, evaluates, and maintains materials in the children's and teen collections
- Assists Youth Services Librarian in working with the Lebanon schools and city departments and agencies regarding library services.

- Assists Youth Services Librarian with outreach for teen and children's services in the community
- Assists in developing long range strategic, programmatic, and structural goals for the libraries
- Work with the library's management team and/or ad hoc committees to make policy, hiring and budget recommendations to the library board of trustees.
- Trains members of the Youth Services team and library substitutes on library procedure, policy and best practices as needed
- Collaborates with all library staff to assure outstanding library service to the community
- Works a regular schedule on public service desks

Recommended Minimum Qualifications:

Education, Training and Experience:

- Masters of Library and Information Science (MLIS) required
- Experience in a public library preferred

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

Knowledge, Ability & Skill:

- Excellent verbal, written and customer service skills.
- Ability to work effectively with the public; city departments; schools; social service agencies; children's service providers.
- Fosters relationships with community stakeholders regarding youth services and needs.
- Ability to work independently and with minimal supervision, with an understanding of when consultation with and/or approval by the Youth Services Librarian is needed.
- Ability to deal with individuals and situations with professionalism and sensitivity.
- Current technology skills, including the use of city and state computer programs, and library-specific applications are essential, as well as the ability to assist with patron technology needs.
- Ability to perform specific research as requested, use discretion, and effectively assess the needs of diverse populations.
- Ability to stay current on evolving technology, collection development, programming and educational trends in the library profession.

- Excellent organizational skills; accuracy; attention to detail and ability to meet deadlines.
- The ideal candidate will act as an advocate for children and their educational and social needs within the library, and have a genuine passion for engaging, nurturing and mentoring children.

Licenses/Certifications:

- None

Physical Requirements:

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Job Environment:

- Office work is performed under typical office conditions; work environment is moderately quiet. This position involves work during regular library hours, including nights and weekends.
- Operates computer, calculator, copier, fax machine, and other standard office and library equipment.
- Makes frequent contacts with the public and other libraries. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.

- Does not have access to department-related confidential information.

Buildings and Grounds Issues

report generated on May 13, 2022

Fix the compost situation at Kilton

In progress

- 1. make additional bins
 - Assigned to:

Glen Road little free library has a busted door

To do

- 1. Assess extent of damage
 - Assigned to:

Playspace project

To do

- 1. install new playground furniture
 - Assigned to: celeste.pfeiffer@leblibrary.com

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

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. construct beds
- Assigned to:

Done

- 1. order new boards
- 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. 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:

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: