



**LEBANON LIBRARY BOARD OF TRUSTEES
MARCH 28, 2023 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. Welcome new board members and recognize reelected members

2. Approval of Minutes

- A. Approve the February 28, 2023 minutes

3. New Business

- A. Approve the Treasurer report
B. Officer elections
C. Statement on library service to the LGBTQIA community discussion
D. Review and approve the Programs Policy

4. Committee Reports

5. Other Business

- A. Holiday discussion
B. Director report
C. Deputy director 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 MINUTES
Kilton Library Community Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
February 28, 2023
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Emma Wunsch (remote), Donna Hartford, Michael Stebbins, Susan Weber Valiante, Ann Sharfstein (remote), Phil Bush (alternate), Jeff Damren, Morgan Swan (remote)

MEMBERS ABSENT: Doug Whittlesey (alternate)

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

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

Chair Oscadal opened the meeting at 7:00PM.

2. APPROVAL OF MINUTES

A. Approve the January 24, 2023 minutes

*Mr. Stebbins MOVED to accept the meeting minutes of January 24, 2022, as amended.
Seconded by Ms. Hartford.*

** The Vote on the MOTION passed by roll call: Chair Oscadal – aye; Emma Wunsch – aye; Donna Hartford – aye; Michael Stebbins – aye; Susan Weber Valiante – aye; Ann Sharfstein – aye; Morgan Swan - aye
(7-0-0).*

3. NEW BUSINESS

A. Approve the financial report

Mr. Stebbins stated that, for the City budget, the Library is currently \$15,000 under budget, \$9,000 of which is due to wages. The Repairs and Maintenance line is also under budget. The Electricity line was charged \$12,000 for the month of January, which is over budget by \$5,000.

Director Fleming stated that electricity rates are expected to come down. The City is also engaged in a Community Initiative program which could help with rates.

Mr. Stebbins stated that there is a deficit of approximately \$2,000 in the Special Funds.

*Ms. Weber Valiante MOVED to accept the Financial Report, as presented.
Seconded by Ms. Hartford.*

26 *** The Vote on the MOTION passed by roll call: Chair Oscadal – aye; Emma Wunsch – aye;**
27 **Donna Hartford – aye; Michael Stebbins – aye; Susan Weber Valiante – aye; Ann**
28 **Sharfstein – aye; Morgan Swan - aye**
29 **(7-0-0).**

30 **B. Approve the 2023 special funds budget**

31 Director Fleming stated that the Library went over the City's budget last year by approximately
32 \$2,500; this was done intentionally. The Library used its Special Funds budget to pay for this
33 deficit. The Special Funds budget is currently a deficit of approximately \$2,500, due to that
34 overage. If that money was not owed to the City, the Library would have had a balanced budget.
35 He noted that the Library's income from fees has not yet rebounded from the pandemic.

36 **Mr. Stebbins MOVED to accept the Special Funds budget for this year, as presented.**
37 **Seconded by Ms. Weber Valiante.**
38

39 *** The Vote on the MOTION passed by roll call: Chair Oscadal – aye; Emma Wunsch – aye;**
40 **Donna Hartford – aye; Michael Stebbins – aye; Susan Weber Valiante – aye; Ann**
41 **Sharfstein – aye; Morgan Swan - aye**
42 **(7-0-0).**

43 **C. Discuss Charitable Gaming outreach to the Library**

44 Director Fleming explained that a consultant representing the Lebanon Poker Room contacted
45 the Library regarding charitable gambling. An entity of this type needs to find local 501(c)(3)
46 partners to operate with in charitable gambling. The 501(c)(3) receives 35% of profits for that
47 period. There are usually two partner organizations per each time period. The amount has ranged
48 from \$3,000-\$15,000. A representative from the organization would need to sign onto this and
49 the name of the partner would be placed in the Poker Room. The Foundation would like a
50 recommendation from the Trustee's regarding this proposal.

51 Chair Oscadal stated that the Library is a City Department, not a charity. The Library has a
52 501(c)(3) to raise funds but is not a charity. He stated that he is uncomfortable lending the
53 Library's name to casino gambling.

54 Director Fleming explained that there are some items the Library considers that are difficult to
55 use tax dollars for, which could instead be supported using these funds, such as non-resident
56 cards. An income stream could meet or exceed the amount brought in from non-resident income
57 fees. This would extend what the Library can offer for non-residents in need.

58 Ms. Weber Valiante agreed with not associating the Library's name with a gambling
59 organization. She stated that she has only heard opposition to this suggestion.

60 Deputy Director Lappin noted that the funds could be spent on resources for those addicted to
61 gambling.
62
63
64

Ms. Sharfstein stated that she would rather see the Library, as a local organization, receive these funds than other organizations throughout the State. This money could benefit the local community.

Director Fleming stated that some of the other organizations which have agreed to this partnering include the Sunapee Heritage Alliance, New England Master's Ski Racing Foundation, SPARK, Lebanon Little League, Wags and Wiggles Rescue, Hinsdale Historical Society, and the American Legion.

Mr. Swan stated that he has concerns regarding pursuing anything this polarizing. A business that oppresses a lower bracket should likely not be associated with the Library. The Poker Room will get the Library's name and reputation in exchange for money. The Library is meant to display equality and equity for all, regardless of their socioeconomic status. The gambling business has a horrible impact on those from lower socioeconomic brackets.

Ms. Wunsch noted that gambling in New Hampshire is charitable, and it is important to fund education in the State in as many ways as possible.

***Ms. Weber Valiante MOVED to vote on the charitable gambling item.
Seconded by Ms. Hartford.***

**** The Vote on the MOTION passed by roll call: Chair Oscadal – aye; Emma Wunsch – aye; Donna Hartford – aye; Michael Stebbins – aye; Susan Weber Valiante – aye; Ann Sharfstein – abstain; Morgan Swan - aye (6-0-1).***

***Ms. Weber Valiante MOVED to accept the charitable gambling donation from the Lebanon Poker Room.
Seconded by Ms. Hartford.***

**** The Vote on the MOTION failed by roll call: Chair Oscadal – nay; Emma Wunsch – nay; Donna Hartford – nay; Michael Stebbins – nay; Susan Weber Valiante – nay; Ann Sharfstein – abstain; Morgan Swan – nay. (0-6-1).***

4. COMMITTEE REPORTS

None at this time.

5. OTHER BUSINESS

A. Officer Elections in March

Chair Oscadal noted that there are three elected officers on the Trustees, Chair, Treasurer and Secretary. The group could consider a nominating committee or volunteers could be sought.

It was noted that Mr. Oscadal was the only person interested in serving as Chair. Mr. Stebbins was noted as the person interested in the Treasurer position. The group agreed that it would further discuss the Secretary position in March.

Ms. Weber Valiante noted that she will be moving toward the end of March and submitting a letter of resignation.

B. Holiday Discussion

Director Fleming stated that staff researched what other libraries in the State do for their holiday schedules. The number of holidays range from 10-15.

Deputy Director Lappin stated that the staff request to add Juneteenth and the Indigenous People's Day holidays should be reviewed from a diversity, equity, and inclusion standpoint, as well as a financial standpoint. The Lebanon Library's governing body should consider how it is embracing diversity, equity, and inclusion through the organization. It would be disappointing for the Library to not consider allowing employees to have federal holidays, representing diversity, equity, and inclusion, off. If these federal holidays are not acknowledged, it may speak to the values that the Library is projecting. The City has already shown that it wants to move in the direction of diversity, equity, and inclusion, but this decision does not seem to match this.

Director Fleming stated that City Manager Mulholland would be okay with the Library adding these two holidays to the calendar. There is concern with the number of Library holidays being outside of the number of holidays that the City follows. The Library may want to consider if other holidays should be shifted from the list.

Chair Oscadal noted that Indigenous People's Day is not yet a federal holiday. He stated that he believes this is not a matter of should the Library do this, but how can the Library do this. If the Library wants to keep the number of holidays equitable across all Departments, it could consider removing two other current holidays from the list.

Deputy Director Lappin stated that this issue is less about staff getting these holidays off, but more so about the Library and City recognizing the importance of these days.

Mr. Swan noted that he does not see an issue with the Library having a disproportionate number of holidays than the City.

Chair Oscadal suggested the Trustees vote to add the holidays this evening and decide how best to proceed at a future date. Mr. Stebbins asked if this is an equitable way to vote on this item. Director Fleming agreed that this could be voted on this evening and noted that many other libraries have a different holiday list than their municipalities.

Mr. Damren suggested that this be tabled for further consideration. The Board should consider this item comprehensively, if a future meeting will consider a vote to remove two other holidays, in favor of incorporating these two.

The Board agreed to table this discussion at this time.

C. Deputy Director's report

Deputy Director Lappin stated that the new Library website is up and running. She noted that the New York Times Cooking & Games full version went live today. She explained that there has been a great partnership program with the schools occurring at the Library. There is also a middle school art show currently on the walls at the Library. Director Fleming thanked the staff for all of the programming being pursued.

D. Director's report

Director Fleming explained that the subcontractor may agree to finish the Library floors at no cost. He also noted that the \$24,000 routed to the City has already been spent.

He explained that there are some amendments being considered to the No Trespass Policy. He would like this to be run by an attorney before bringing it to the Board.

6. ADJOURNMENT:

Mr. Stebbins MOVED to adjourn the meeting.

Seconded by Ms. Weber Valiante.

** The Vote on the MOTION passed by roll call: Chair Oscadal – aye; Emma Wunsch – aye; Donna Hartford – aye; Michael Stebbins – aye; Susan Weber Valiante – aye; Ann Sharfstein – aye; Morgan Swan - aye (7-0-0).*

The meeting was adjourned at 8:40 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 02/28/2023

GL Number	Description	2023 Amended Budget	Activity For 02/28/2023	YTD Balance 02/28/2023	Encumbrance 02/28/2023	Available Balance 02/28/2023	% Bdgt Used
Fund: 1100 GENERAL FUND							
Account Category: Expenditures							
Department: 4550-0000 LIBRARY							
1100-4550-0000-1100-0000	FULL TIME WAGES	745,110.00	56,135.27	111,535.17	0.00	633,574.83	14.97
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	53,590.00	0.00	280.08	0.00	53,309.92	0.52
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	119,500.00	11,657.43	23,435.49	0.00	96,064.51	19.61
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	84,020.00	7,044.45	13,832.20	0.00	70,187.80	16.46
1100-4550-0000-1300-0000	OVERTIME WAGES	1,000.00	0.00	104.49	0.00	895.51	10.45
1100-4550-0000-2100-0000	HEALTH/DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,370.00	0.00	0.00	0.00	9,370.00	0.00
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,690.00	5,569.40	11,101.48	0.00	65,588.52	14.48
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	102,780.00	7,892.65	15,664.62	0.00	87,115.38	15.24
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	9,600.00	(1,008.76)	2,128.24	0.00	7,471.76	22.17
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,540.00	279.17	541.82	0.00	2,998.18	15.31
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIP	11,030.00	6,308.35	7,280.35	0.00	3,749.65	66.00
1100-4550-0000-4110-0000	WATER	2,000.00	0.00	484.37	0.00	1,515.63	24.22
1100-4550-0000-4120-0000	SEWER	1,500.00	0.00	408.44	0.00	1,091.56	27.23
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	20,500.00	2,235.00	2,235.00	0.00	18,265.00	10.90
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	25,500.00	2,191.67	2,418.67	15,921.00	(1,141.62)	15.87
2022			1,627.32	1,627.32	4,748.86		
2021			0.00	0.00	14,000.00		
2020			0.00	0.00	(2,310.86)		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,200.00	260.53	616.67	0.00	2,583.33	19.27
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	15,900.00	1,332.57	1,427.45	0.00	14,472.55	8.98
1100-4550-0000-5300-0000	COMMUNICATIONS	2,470.00	155.40	364.54	0.00	2,105.46	14.76
1100-4550-0000-5335-0000	INFORMATION ACCESS	6,900.00	275.00	275.00	0.00	6,625.00	3.99
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00	0.00
1100-4550-0000-5800-0000	TRAVEL	17,150.00	320.30	320.30	0.00	16,829.70	1.87
1100-4550-0000-5875-0000	MILEAGE	1,250.00	113.45	113.45	0.00	1,136.55	9.08
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,500.00	200.94	332.29	0.00	2,167.71	13.29
1100-4550-0000-6100-0000	GENERAL SUPPLIES	20,000.00	2,330.54	4,013.11	0.00	15,986.89	20.07
1100-4550-0000-6220-0000	ELECTRICITY	87,910.00	12,179.64	24,860.91	0.00	63,049.09	28.28
1100-4550-0000-6230-0000	BOTTLED GAS	1,230.00	694.63	2,208.49	0.00	(978.49)	179.55
1100-4550-0000-6240-0000	FUEL OIL	2,500.00	0.00	545.29	0.00	1,954.71	21.81
1100-4550-0000-6260-0000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUP	50,000.00	5,561.00	6,161.00	0.00	43,839.00	12.32
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPME	35,000.00	2,589.13	2,628.73	0.00	32,371.27	7.51
Total Dept 4550-0000 - LIBRARY		1,514,740.00	125,945.08	236,944.97	32,359.00	1,255,199.40	15.64
Expenditures		1,514,740.00	125,945.08	236,944.97	32,359.00	1,255,199.40	15.64
Fund 1100 - GENERAL FUND:							
TOTAL EXPENDITURES		1,514,740.00	125,945.08	236,944.97	32,359.00	1,255,199.40	
Current Year Exp.			124,317.76	235,317.65	15,921.00		
Prior Year Exp.			1,627.32	1,627.32	16,438.00		

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - February, 2023

	TOTAL
Income	
Interest Income -	3,205.33
Other Income	1,581.95
Total Income	\$4,787.28
GROSS PROFIT	\$4,787.28
Expenses	
Books/Subscr/CD/DVD/Tapes	3,705.11
Community Relations	140.00
Education/Staff Development	2,073.00
Entertainment	324.21
Miscellaneous Exp	30.00
Office/Operating Supplies	1,135.97
Postage/Delivery	7.90
Web Hosting/Domain Fees	540.00
Total Expenses	\$7,956.19
NET OPERATING INCOME	\$ -3,168.91
NET INCOME	\$ -3,168.91

Lebanon Public Libraries Trustee Accounts

Balance Sheet
As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	0.00
Citizens Bank - Charter Trust	0.00
Ckbk MSB #926522757	0.00
Main MSB Checking Acct 773	8,300.19
Petty Cash - Lebanon	75.00
Petty Cash - West Lebanon	75.00
Salomon Smith Barney (deleted)	
CD Lane Dwinell 6.5% 2/23/01	0.00
CD-Budget Carryovr 6.5% 2/23/01	0.00
SSB Money Funds Cash Port A	0.00
Total Salomon Smith Barney (deleted)	0.00
Total Bank Accounts	\$8,450.19
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$8,450.19
Other Assets	
Long Term Assets- Other	
Savings Account MSB 5568114	-9,990.84
General Savings	4,021.32
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 5568114	106,490.94
Total Long Term Assets- Other	106,490.94
Total Other Assets	\$106,490.94
TOTAL ASSETS	\$114,941.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00

Lebanon Public Libraries Trustee Accounts

Balance Sheet As of February 28, 2023

		TOTAL
Equity		
Net Assets		118,110.04
Opening Bal Equity		0.00
Unrealized Gain / Loss		0.00
Net Income		-3,168.91
Total Equity		\$114,941.13
TOTAL LIABILITIES AND EQUITY		\$114,941.13

Programs Policy draft
Lebanon Public Libraries

The Lebanon Public Libraries are committed to the principles of the American Library Association [Library Bill of Rights](#) and the protections of the [First Amendment of the Constitution of the United States](#). These principles are essential to the preservation of our democracy and the development of an informed perspective.

The library seeks to provide programming that serves the diverse interests of its citizens of all ages. The Outreach Librarian works with the library staff in selection and promotion of programming.

Programs are selected based on a variety of factors, including, but not limited to, the needs of the community, and encouragement of lifelong learning. The library strives to present programs which exhibit a balance of viewpoints, voices, and ideas.

The library does not endorse particular beliefs or viewpoints, and scheduling a program does not indicate agreement of the viewpoint expressed by the presenter or presentation. This pertains to all programs, including those run by library staff members, including book or film discussion groups.

Responsibility for what any individual reads, listens to, or views must lie with the individual. The library may suggest certain age guidelines depending on the nature of a program, however, the library does not act in loco parentis in selecting programs and restricting access. Responsibility for minors attending programs rests with parents and guardians.

The Library Director and Board of Trustees welcome comments regarding the services, materials, or program content offered by the library. Any challenge to library programs by Lebanon residents or taxpayers can be made through the library's [Request for Reconsideration of Library Programs or Materials](#).

Buildings and Grounds Issues

report generated on Mar 21, 2023

Fix the compost situation at Kilton

In progress

- 1. make additional bins
 - Assigned to:

Kilton key box needs to be cleaned up

To do

- 1. Sean and Ken set a time to do this work
 - Assigned to: ken.louzier@leblibrary.com

LAN rooms need separate key

To do

- 1. contact Gatekeeper
 - Assigned to:

We need storage in the staff room at Kilton

To do

- 1. purchase storage for bathroom
 - Due on: Jan 07, 2023
 - Assigned to: ken.louzier@leblibrary.com
- 2. move the lockers from the staff bathroom
 - Due on: Jan 28, 2023
 - Assigned to: ken.louzier@leblibrary.com

burning bush needs to be removed at Leb Library

To do

- 1. get in touch with PW about truck
 - Assigned to:
- 2. chainsaw work
 - Assigned to: ken.louzier@leblibrary.com

circular stairway needs better grip

To do

- 1. Put tape down on stairs
 - Due on: Apr 01, 2023
 - Assigned to: ken.louzier@leblibrary.com

Done

- 1. Talk to contractor about sand tape options
 - Assigned to: ken.louzier@leblibrary.com

conduit outside the Tech Services entrance at Kilton is inadequately sealed

To do

- 1. cap it
 - Assigned to: ken.louzier@leblibrary.com

curb cut needed on Bank St by Lebanon Library for handicapped space

To do

1. take pictures of area and send to DPW
 - Assigned to:

emergency exit door is rusting at Kilton

To do

1. Rust remover and paint
 - Assigned to: ken.louzier@leblibrary.com

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.louzier@leblibrary.com

growth on the membrane roof at Kilton

To do

1. contact Rodd Roofing about a maintenance program
 - Assigned to:

issues with the chimney at Leb Library detected during inspection

To do

1. schedule the work
 - Due on: May 01, 2023
 - Assigned to:
2. seal off the unused fireplace flues
 - Assigned to:
3. repoint the damaged mortar joints in the second course
 - Assigned to:
4. Properly seal the unused thimble
 - Assigned to:
5. Reline the chimney
 - Assigned to:

Done

1. issue check for 50% down
 - Assigned to:
2. get invoice for 50% down
 - Assigned to:
3. sign quote with Chimney Savers
 - Assigned to:

lights are out at Kilton above copier and front desk

In progress

1. schedule the work
 - Assigned to:

Done

1. ask Defiance Electric to replace the bulbs
 - Assigned to:

need to move table from Damren Room to Kilton staff room
one community garden bed needs to get fixed

To do

1. clamp and reinforce corners
 - Assigned to:

paint the exterior of Kilton

In progress

1. contact George Hadlock in the spring 603-448-7645
 - Due on: Apr 10, 2023
 - Assigned to:

Done

1. find out when Hadlock intends to do the work
 - Assigned to:
2. sign contract with Hadlock painting
 - Assigned to:
3. contact contractors
 - Assigned to:

panel is popping off on woodwork by bus stop

Done

1. find contractor to do the work
 - Assigned to: ken.louzier@leblibrary.com

parking lot at Kilton is getting cracks

problems with lights at Kilton

To do

1. find out if there is grant money from the IRA available
 - Assigned to:
2. The lights sometimes will not come on/stay on in the patron areas - fix this.
 - Assigned to:
3. Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on.
 - Assigned to:

In progress

1. get pricing from Green Mountain Electrical Supply/Andrew Hatch/Teddy
 - Assigned to:

Done

1. determine what bulbs we have in the fixtures Eric was looking at
 - Assigned to: ken.louzier@leblibrary.com
2. determine cost for upgrading lighting to LED, improving the entire lighting system
 - Assigned to:

roof leak showing on beams Tracy St side of Kilton
sink drips in Kilton staff bathroom

In progress

1. Twin State Plumbing and Heating ordering new fixture
- Assigned to:

stripe the parking lot at Kilton

To do

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

switch over to safety outlets in the Damren Room

To do

1. contact city electrician
- Assigned to:

trees are shading the community garden beds

To do

1. cut them back
- Assigned to:

ugly end of self-check desk needs to be fixed at Kilton

To do

1. find contractor to do the work
- Assigned to: ken.louzier@leblibrary.com

using too much electricity at Kilton

To do

1. make sure we receive final report
- Assigned to:

Done

1. get quote for further work from RBG
- Assigned to: