



**LEBANON LIBRARY BOARD OF TRUSTEES
SEPTEMBER 26, 2023 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Public hearing to accept \$25,000 gift from the Lebanon Public Libraries Foundation for books and materials**
 - 3. Approval of Minutes**
 - A. Approve the July 25, 2023 minutes
 - 4. New Business**
 - A. Discussion about ways to contact the trustees
 - B. Approve the Treasurer's report
 - C. Review draft \$50,000 cut to the 2024 budget
 - D. Approve updated Outreach Librarian job description
 - E. Approve new Public Comment Policy
 - F. Review Investment Policy
 - G. Review and approve updates to the No Trespass Policy
 - H. Review and approve update to the Library Appendix to the City Handbook
 - 5. Committee Reports**
 - 6. Other Business**
 - A. Library Director's report
 - B. Deputy Library 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 MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
July 25, 2023
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Emma Wunsch, Michael Stebbins, Kim Rheinlander, Yuli Volentino (remote), Ann Sharfstein, Phil Bush (alternate), Jeff Damren (alternate)

MEMBERS ABSENT: Morgan Swan

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. It was noted that Ms. Volentino has not yet been sworn in and thus cannot vote on items this evening.

2. JOINT MEETING OF THE TRUSTEES AND FOUNDATION

A. Review list of projects and collections to fundraise for

Director Fleming stated that the process to draft this list included management team members. A few items were brought to the Trustees at the last meeting that did not make the list such as expanded parking, as there was not support for this being fundraised for by the City. The Trustees and Foundation can now discuss the list of item.

Celeste Pfeiffer explained that some of the items on the list include a little free pantry, a recording studio, outdoor performer and concert space, a wood fired oven, an Abenaki preservation garden, a lending laptop program, and updates to the Children's rooms. Deputy Director Lappin noted that another item is adding \$10,000 to the digital collection's budget.

*Ms. Sharfstein MOVED to accept the list of proposed fundraising projects, as presented.
Seconded by Mr. Stebbins.*

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

B. Foundation investment policy and performance review

Renee Dunn, Foundation member, explained that \$100,000 was invested in 2017 into a Vanguard account to help provide for the Foundation's needs. The current balance of the portfolio is \$152,881; a 7.3% annual return rate.

3. APPROVAL OF MINUTES

A. Approve the June 27, 2023 minutes

*Mr. Stebbins MOVED to accept the meeting minutes of June 27, 2023, as amended.
Seconded by Ms. Wunsch.*

Amendments:

Deputy Director Lappin was absent from the meeting.

**Vote on the MOTION passed: (6-0-1).*

4. NEW BUSINESS

A. Approve the Treasurer's report

Mr. Stebbins explained that, as of June 30th, the City budget is underbudget by approximately \$22,000. Most of this is attributed to the wages line item. The electricity line is only \$4,000 overbudget at this time and getting closer to evening out. The Special Funds budget is approximately \$18,000 overbudget.

*Ms. Sharfstein MOVED to approve the Treasurer's Report, as presented.
Seconded by Ms. Rheinlander.*

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

B. Approve the 2024 Library Budget

Director Fleming explained that this budget is a proposed 13% increase. The Board reviewed the budget line items.

*Mr. Bush MOVED to approve the 2024 Library Budget, as presented.
Seconded by Ms. Sharfstein.*

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

5. COMMITTEE REPORTS

None at this time.

6. OTHER BUSINESS

A. Public Comment Policy Update

It was noted that the City attorney is in the process of reviewing this policy.

B. Library director report

Director Fleming noted that an e-bike lending library is still in discussion. The Board agreed to cancel the August meeting. Director Fleming noted that Renee Dunn has offered to serve as the alternate Trustee role.

72 ***Ms. Sharfstein MOVED to approve as an Alternate on the Library Board of Trustees.***

73 ***Seconded by Mr. Stebbins.***

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

74
75 **C. Deputy library director report**

76
77 Deputy Director Lappin stated that the Summer Reading program is going very well this year,
78 with over 700 participants. Programming by staff has also been excellent.

79
80 **6. ADJOURNMENT:**

81
82 ***Ms. Sharfstein MOVED to adjourn the meeting.***

83 ***Seconded by Mr. Bush.***

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

84
85 **The meeting was adjourned at 8:07 PM.**

86
87 Respectfully submitted,

88 Kristan Patenaude

89 Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 08/31/2023

GL Number	Description	Bdgt Amendments From PO Carryover	2023 Amended Budget	Activity For 08/31/2023	YTD Balance 08/31/2023	Encumbrance 08/31/2023	Available Balance 08/31/2023	% Bdgt Used
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	0.00	745,110.00	57,212.81	480,907.66	0.00	264,202.34	64.54
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	53,590.00	2,322.32	4,417.59	0.00	49,172.41	8.24
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	119,500.00	9,140.40	91,444.59	0.00	28,055.41	76.52
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	84,020.00	7,248.81	59,708.51	0.00	24,311.49	71.06
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	1,000.00	18.03	143.23	0.00	856.77	14.32
1100-4550-0000-2100-0000	HEALTH/DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	0.00	9,370.00	717.49	4,987.35	0.00	4,382.65	53.23
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	76,690.00	5,653.91	47,378.15	0.00	29,311.85	61.78
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	102,780.00	7,743.34	66,997.60	0.00	35,782.40	65.19
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,600.00	0.00	5,420.99	0.00	4,179.01	56.47
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	3,540.00	268.41	2,259.70	0.00	1,280.30	63.83
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	11,030.00	150.99	10,067.31	0.00	962.69	91.27
1100-4550-0000-4110-0000	WATER	0.00	2,000.00	553.16	1,542.11	0.00	457.89	77.11
1100-4550-0000-4120-0000	SEWER	0.00	1,500.00	535.98	1,385.16	0.00	114.84	92.34
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	20,500.00	2,063.00	12,247.00	0.00	8,253.00	59.74
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	18,065.32	43,565.32	5,842.86	36,365.58	7,966.29	(14,766.55)	83.47
2021				0.00	0.00	14,000.00		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,200.00	271.74	2,202.27	0.00	997.73	68.82
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	15,900.00	1,313.43	11,810.36	0.00	4,089.64	74.28
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	2,470.00	12.90	1,478.74	0.00	991.26	59.87
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,900.00	0.00	4,637.00	0.00	2,263.00	67.20
1100-4550-0000-5400-0000	ADVERTISING	0.00	1,000.00	92.15	296.00	0.00	704.00	29.60
1100-4550-0000-5800-0000	TRAVEL	0.00	17,150.00	0.00	3,500.20	0.00	13,649.80	20.41
1100-4550-0000-5875-0000	MILEAGE	0.00	1,250.00	0.00	1,067.72	0.00	182.28	85.42
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	2,500.00	73.34	1,376.77	0.00	1,123.23	55.07
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	20,000.00	1,580.75	18,303.71	0.00	1,696.29	91.52
1100-4550-0000-6220-0000	ELECTRICITY	0.00	87,910.00	3,347.44	53,752.23	0.00	34,157.77	61.14
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,230.00	0.00	3,126.34	0.00	(1,896.34)	254.17
1100-4550-0000-6240-0000	FUEL OIL	0.00	2,500.00	0.00	1,291.48	0.00	1,208.52	51.66
1100-4550-0000-6260-0000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	0.00	50,000.00	2,095.81	31,283.44	0.00	18,716.56	62.57
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	35,000.00	482.14	9,193.08	0.00	25,806.92	26.27
Total Dept 4550-0000 - LIBRARY		18,065.32	1,532,805.32	108,741.21	968,591.87	21,966.29	542,247.16	63.19
Expenditures		18,065.32	1,532,805.32	108,741.21	968,591.87	21,966.29	542,247.16	63.19
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		18,065.32	1,532,805.32	108,741.21	968,591.87	21,966.29	542,247.16	
Current Year Exp.				108,741.21	968,591.87	7,966.29		
Prior Year Exp.				0.00	0.00	14,000.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of August 31, 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	16,544.85
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	\$16,694.85
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$16,694.85
Other Assets	
Long Term Assets- Other	
Savings Account MSB 5568114	86,490.94
Total Long Term Assets- Other	86,490.94
Total Other Assets	\$86,490.94
TOTAL ASSETS	\$103,185.79
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
Equity	
Net Assets	118,110.04
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	-14,924.25
Total Equity	\$103,185.79
TOTAL LIABILITIES AND EQUITY	\$103,185.79

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - August, 2023

	TOTAL
Income	
Interest Income -	4,940.73
Other Income	8,296.58
Total Income	\$13,237.31
GROSS PROFIT	\$13,237.31
Expenses	
Books/Subscr/CD/DVD/Tapes	4,256.94
Budget Deficit	14,360.97
Community Relations	475.99
Education/Staff Development	2,073.00
Entertainment	615.59
Miscellaneous Exp	93.62
Office/Operating Supplies	3,106.19
Postage/Delivery	133.84
Professional Fees	84.00
Programs	1,661.48
Repairs/Maintenance	609.94
Web Hosting/Domain Fees	690.00
Total Expenses	\$28,161.56
NET OPERATING INCOME	\$ -14,924.25
NET INCOME	\$ -14,924.25

Draft cuts to reduce the 2024 library operating budget by \$50,000

amount	description	budget line	notes
\$27,500	Kilton Library hvac controls upgrade	4300	can be deferred until 2025 budget
\$10,000	electricity	6220	We have made improvements in reducing electricity usage at Kilton, which has brought costs down more than was apparent in July when we submitted ur budget to the trustees/city hall. This reduction still leaves \$7,000 more in the 2024 budget than there was in the 2023 budget year.
\$2,000	furniture	7500	leaves \$4,000 in the budget
\$2,500	tools and equipment	7500	leaves \$5,000 in the budget
\$2,500	carpet cleaning and waxing at Kilton	4300	having hired a new custodial sub, we can get this done in house
\$3,000	unifirst	6100	we have reduced the number of mats, and the frequency with which they are being cleaned at Leb (once monthly to match what is done at Kilton)
\$1,800	training/licenses/dues	5800	
\$720	travel	2450	
\$50,020			



POSITION TITLE: Outreach Librarian

DEPARTMENT: Library System

REPORTS TO: Library Director

FLSA DESIGNATION: Exempt

AFFILIATION: Non-Bargaining

SALARY GRADE:

Position Purpose:

The Outreach Librarian plays a vital role in planning, implementing, and supervising outreach initiatives and programs, ensuring effective publicizing of library services and programs. The Outreach Librarian will develop a comprehensive marketing strategy, manage the library's social media presence, collaborate with local media outlets, and create visually captivating publicity materials. Building strong relationships with community groups is key to informing them about library events and services, fostering engagement and participation.

Additionally, the Outreach Librarian will collaborate with library staff and community stakeholders to curate and deliver exceptional programming that meets the needs and interests of the community. Serving as a liaison to other library departments, the Outreach Librarian will actively contribute to the planning and implementation of a well-integrated approach to programming. The role also includes supervising outreach initiatives and ensuring their success. This position also works shifts at the service desks.

Essential Functions:

(The essential functions 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.)

1. Develop relationships with key stakeholders, gaining insight into their needs and concerns to inform library initiatives effectively.
2. Identify underserved populations in the city and implement strategies to enhance library

services for these communities.

3. Plan and implement programs collaboratively with other professional staff, ensuring cohesive and engaging experiences.
4. Manage the library's media presence, employing effective communication strategies and engaging with the public.
5. Work with other professional staff to secure grants, actively seeking opportunities for funding library programs.
6. Effectively promote library services and programs to the public, utilizing various marketing channels and tools.
7. Collaborate with others to develop policy recommendations for the library board of trustees, utilizing sound judgment and critical thinking.
8. Contribute to the development of the library's budget, working closely with the management team to allocate resources effectively.
9. Manage and allocate resources within the assigned budget, ensuring fiscal responsibility and optimal program outcomes.
10. Regularly work shifts at the reference and circulation desks, providing direct assistance and support to library patrons.
11. Contribute to collection development activities, assessing community needs and selecting materials accordingly.
12. Perform other duties as assigned by the Library Director, actively contributing to the overall success of the library.

Recommended Minimum Qualifications:

Education, Training and Experience:

- Master's of Library and Information Science required
- Experience working in a public library is preferred

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

Knowledge, Ability and Skill:

- Strong knowledge of marketing principles and best practices to effectively promote library programs and services.
- Proficiency in managing social media platforms and utilizing them as communication tools.
- Sound judgment and decision-making skills to evaluate program effectiveness and allocate resources accordingly.
- Budget management skills to assist in the development and administration of the library's budget.

Licenses/Certifications:

None required.

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: rarely , if ever 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, facsimile 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.

Errors could result in delay of service.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL/REVISION DATE:

NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.

DRAFT

Lebanon Public Libraries Board of Trustees
Meeting Public Comment & Participation Policy

A. General Meeting Policy:

1. Meetings of the Board shall be open to the press and public in accord with RSA 91-A, the NH right-to-know law.
2. The purpose of Board meetings is for the Board to discuss and act upon matters within its authority. Although public access and observation of meetings is guaranteed under RSA 91-A, the public right to speak or comment is not. The Public has no guaranteed right to speak per RSA 91-A:2. However, in the interest of encouraging public participation, The-the Board will provide opportunity for members of the public to provide input and comment at Board meetings consistent with the meeting and participation rules as described below.
3. These guidelinesThis policy will be posted on the website of the Lebanon Public Libraries and hard copies will be available at meetings.

B. Opportunity for Public Comment:

The Board will provide the opportunity for members of the public to comment on library matters at all regular Board meetings. Exceptions to the public componentPublic comment periods may not be included on the agenda be made for emergency meetings or at-for meetings for which the sole purpose of which is to address one or more issues in-a non-public session. If there will not be public comment available, this will be noted on the agenda.

In order to ensure that all persons who wish to appear before the Board may be heard, and to ensure that the Board may conduct its business and meetings properly and efficiently, the Board adopts as policy the following specific procedures and rules pertaining to public participation at Board meetings:-

1. Members of the public shall not speak unless recognized by the Board Chair or other person presiding over the meeting ("Chair" shall apply to either in this policy).
2. -The Board will generally schedule the public comment period at the start of the meeting, before the other agenda items.
3. The Board will provide a minimum of thirty minutes to hear general public comment relating to matters on the agenda for the current meeting only. This period may be extended by a majority vote of the Board. If speakers do not fill the public comment period, the Board will move to table the remainder of the time

until the end of the meeting. If insufficient speakers remain at the end of a meeting to fill the balance of thirty minutes, the Board will close public comment.

4. Individual speakers will be allotted a maximum of three minutes per person, and each speaker will be permitted equal time. Each person may speak one time per meeting. Speakers may not relinquish allotted time to another speaker. The Board may at the outset of the public comment period increase or decrease the individual time limit for all speakers (maintaining at least thirty minutes in total). The ~~Trustee~~ Secretary will be the time keeper. If the Secretary is unavailable another ~~Trustee~~ will serve as time keeper.
5. The Chair may recognize alternating Pro and Con speakers to an agenda topic in order to present multiple viewpoints.
6. The Board makes meetings accessible online in real time with meeting links included on the meeting notice. Although the Board will allow public comment remotely from remote participants, attendance in person to offer public comment is highly encouraged. The Board cannot and will not assure-guarantee that in all cases the technology will/can function adequately. If technological issues arise either before or during the meeting such that the comments are not reasonably audible at the meeting location, the Chair may terminate opportunity for remote public comment or terminate the-a speaker's comment period.
7. The Board will provide-opportunity-for-accept written public-comment for-from persons unable to attend the-a meeting. Written comments that meet the requirements of this paragraph and other provisions of this policy will either be (a) included in the materials publicly available at the meeting, (b) briefly described in the minutes (in the same manner as verbal comments-made-in-person), or (c) attached to the minutes. In the event that the full thirty minutes for public comment have not been exhausted, the Board may read the written comments aloud at the meeting on a first received basis until the comment period has expired. Written comments must be submitted at least three days prior to a Board meeting, shall include the name and town/city of residence of the commenter, and shall be limited to 150 words. Anonymous written comments will not be accepted-as part of public comment as meeting minutes must include the names of persons appearing at public meetings. Only one written comment is permitted per individual for each meeting.¹
8. In order to comply with the official minutes-requirements for meeting minutes in RSA 91-A:2, II, speakers shall identify themselves clearly for the record, stating their full names and their town/city of residence.

¹ Written comments submitted to the Board will be deemed "governmental records" under RSA 91-A:1-a and available to the public pursuant to RSA 91-A. As such, the content of a written comment may not be read aloud or made available for public disclosure if it contains information exempt from the right-to-know law per RSA 91-A:5.

9. During the public comment period, an individual may offer comments on current agenda items only. ~~In the interest of protecting personally identifiable information as well as other confidential information, comments (including complaints) regarding individuals, volunteers or employees should be directed to the Chair via email or U.S. mail c/o Kilton Public Library, not in the public comment period.~~
10. Defamatory statements, comments threatening bodily harm, or other unprotected speech will not be tolerated.
11. Comments which do not adhere to the above provisions may be ruled out of order by the Chair.
12. Persons appearing before the Board are reminded that the public comment period is an opportunity for members of the public to provide their input to the Board but is not a question and answer session. Board members are without authority to answer spontaneously on behalf of the Board. Thus, in most instances, Board response, if any, will be deferred pending consideration by the full Board.

C. Meeting Disruptions.

The primary purpose of ~~L~~ibrary ~~b~~Board meetings is to conduct the business of the Board as it relates to policies, programs, and operations. While members of the public have the right to attend and may be allowed to offer input during the public comment period of meetings, they do not have the right to disrupt the meetings. Impermissible disruptions include but are not limited to:

- Shouting at any time or speaking while someone else has been recognized by the Chair
- Obstructing the view of others with posters or otherwise;
- Refusing to terminate public comment after ~~that a~~ speaker's time has expired;
- Any other sustained or intentionally loud noises after the Chair has called for order; or
- Any other conduct intended to disrupt the meeting or person speaking.

If, after at least two warnings from the Chair, an individual continues to disrupt the meeting by words or actions, the Chair may direct the person to leave the meeting. Upon refusal, the Chair may request assistance from law enforcement officials to have the individual removed, with the potential for criminal charges.

Interruptions may result in a recess or, provided the thirty minutes for public comment has expired, adjournment of the meeting. The Chair may alternatively move to terminate the public comment period prior to the exhaustion of thirty minutes, if the meeting is disrupted and a majority vote of the board would confirm the termination of the public comment period.

Contact Information:

The following contact information is provided to contact the Chair or the Board outside of Board Meetings:

Francis Oscadal, Chair
foscadal@gmail.com

Chair
c/o Kilton Public Library
80 Main St.
West Lebanon, NH 03784

INVESTMENT POLICY STATEMENT AND GUIDELINES FOR THE LEBANON PUBLIC LIBRARIES

GENERAL

The overall portfolio should be managed in accordance with the Prudent Person rule. The definition of prudence is based on RSA 31:25-b as follows:

“a prudent investment is one which a prudent [person] would purchase for [their] own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived therefrom.” Historically, the Trustees have adopted a low risk policy with fully insured accounts.

As required by New Hampshire law, this Investment Policy will be reviewed annually.

THE INVESTMENT OBJECTIVE

The investment objective for this account is “Income Only.” This objective is consistent with our emphasis on current income and our desire for modest growth of principal from Appreciation.

PERFORMANCE MANAGEMENT

The Lebanon Library Board of Trustees will meet to review their portfolio at least twice a year. As part of the review the trustees will discuss the investment objective, asset allocation, performance, diversification, and general compliance with guidelines.

Adopted by the Board of Trustees: February 25, 2003

Revised: August 28, 2007

Readopted: June 22, 2010, July 26, 2011

Revised: July 23, 2013

Readopted October 28, 2014

Revised November 24, 2015

Readopted September 27, 2016

Revised September 26, 2017, July 31, 2018

Readopted October 22, 2019; October 27, 2020, September 28, 2021, September 27, 2022

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.

Any person who is not engaging in one or more activities for which the libraries are operated, as stated in our Rules and Regulations Policy, or who acts in a way that unreasonably interferes with the ability of others to engage in library activities, engages in conduct inconsistent with the orderly operation of the Library will be informed of the applicable regulation(s) and how to comply with them. If, after such a warning, the person does not comply, they shall be subject to removal from the building and/ or restriction of Library privileges. Library staff may restrict any patron from the libraries for up to one month without a formal No-Trespass Notice.

Issuance of No-Trespass Notices by Library Staff

Any staff member can opt to request a “issuance of a no trespass” when they file an incident report. The request goes to the Library Director and the Deputy Library Director who will shall in a timely manner jointly render a decision regarding the issuance of the No-Trespass Notice within one month of the report's filing date, make a decision to issue a letter or not. Staff can appeal the decision of whether to issue the No-Trespass Notice at any point, request a reconsideration of the request. All appeals will be considered within a month from the appeals request.

The procedure for issuing a No-Trespass Notice will preferably involve three library staff members 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 Should this group not be able to come to a consensus, the Library Director or in their absence 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. Individuals can be trespassed for a period of time ranging from one month to one year. a permanent ban.

No-Trespass Notices will be sent via certified mail, or will be delivered by the Lebanon Police Department. Individuals may be issued a letter in person at the library. Library staff must have a police officer present when issuing a letter of trespass in person.

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.

Patron Appeal Procedures

Patrons may appeal a No-Trespass Notice by submitting an appeal in writing at any time while the Notice is in effect, ~~within fifteen days of the Notice issue date,~~ to the Library Director. ~~This period may be extended if delivery of the letter is not possible during this appeal period.~~ The appeal will be sent to the Chair of the Board of Trustees, or another officer in their absence.

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 staff members 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, either the Chair or a board member designated by the Chair, will review the appeal, consulting as needed with library staff to verify the need for access to the library, alternate access that may be available, to gather additional information or advice, or to review the impact that an appeal may have on the other parties involved in the incident, 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 by email, mail, or an alternate method they may choose. 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

Revised: April 26, 2022

Library Appendix to the City of Lebanon Handbook

Per Chapter 100 of the City of Lebanon Code, duties and responsibilities assigned to the City Manager and City Council in the City of Lebanon Handbook are instead assigned to the Library Director and the Library Board of Trustees, as the Code and Chapter 202-A of the New Hampshire Statutes outline.

The library otherwise operates in accordance with the City of Lebanon Handbook, with the following exceptions.

4.8 Early Dismissal Pay

Regular full-time and part-time employees of the libraries will be paid for the hours they were scheduled to be at work when the libraries close due to inclement weather, power outages, or for any other reason the Library Director and Chair of the Board of Trustees find to be appropriate. Employees will work remotely when possible under these circumstances. Employees who cannot work remotely, such as the custodial staff, will be paid for their scheduled hours.

8.1.1 Paid Holidays

New Year's Day
Martin Luther King, Jr./Civil Rights Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Indigenous Peoples' Day
Veterans' Day
Thanksgiving
Christmas Eve
Christmas Day

The library closes at 5:00 pm on New Year's Eve. Regular full-time and part-time staff members scheduled to work after 5:00 pm on New Year's Eve will have those hours treated as time worked.

The library closes on Christmas Eve, Christmas, New Year's Day, [Veterans Day](#), and Independence Day when they fall on a Saturday, in addition to when they are observed by the City of Lebanon.

Permanent part-time staff who work at least twenty (20) hours per week are eligible for holiday pay.

Part-time staff who are not normally scheduled to work the holiday get to take time off during that pay period.

Staff scheduled to work up to:

20 hours per week, receive 4 holiday hours

25 hours per week, receive 5 holiday hours

30 hours per week, receive 6 holiday hours

8.1.6.1 Sick leave accumulation

A maximum of 960 hours of sick time may be accumulated for regular full-time and part-time employees.

8.4 Parenting leave

The library's parental leave policy is controlling for library employees.

9.4 Employee development, other training

If an employee wishes to take a course or training session related to their library employment, they should request approval in advance from the Library Director, who may authorize payment for up to 100% of the cost of the program. Said payment shall be made prior to the beginning of the course or training session when possible, or the employee can be reimbursed for the cost.

Approved by the Board of Trustees: October 25, 2022, revised March 28, 2023, May 23, 2023

Buildings and Grounds Issues

report generated on Sep 08, 2023

ERU at Kilton - prevent coils from bursting

In progress

- 1. work with Alliance to make sure that with glycol in the chilled water coils, we can leave them as is year-round
 - Assigned to:

Fix the compost situation at Kilton

To do

- 1. make additional bins
 - Assigned to:

Kilton Basix hvac controls system is five years past end of life

Done

- 1. get a quote from Alliance to replace with Niagara
 - Assigned to:

Kilton lights are out at above copier and front desk

To do

- 1. schedule the work
 - Assigned to:

Done

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

VT Life Safety inspection found issues to address at Kilton circular stairway needs better grip

To do

- 1. Put tape down on stairs (Ken has tape)
 - Due on: Jun 30, 2023
 - Assigned to: ken.louzier@leblibrary.com

Done

- 1. measure stairs to be able to order the tape
 - Assigned to: ken.louzier@leblibrary.com
- 2. 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

delay in lights coming on in the Kilton public restrooms

To do

- 1. Possible solution - have all the lights come on when someone enters the bathroom?

- Assigned to:

emergency exit door is rusting at Kilton

To do

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

fix the access to the roof hatch in Amy's office

To do

1. follow up with Brad to find out what solution he has come up with
 - Due on: Sep 09, 2023
 - Assigned to:

Done

1. find a contractor
 - 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

grandfather clock broken at Leb

Done

1. contacted Skips Clocks
 - Assigned to:
2. contacted New Life Clockworks to ask them if they can fix it
 - Assigned to:

growth on the membrane roof at Kilton

To do

1. contact Rodd Roofing about a maintenance program
 - Assigned to: ken.louzier@leblibrary.com

lighting in circular stairwell is inadequate at Leb

make adjustments to the shed so the locker doors can all open

mowing and plowing/shoveling at Kilton needs to be reworked

To do

1. go out to bid/get quotes
 - Assigned to:
2. find out if DPW can take over mowing
 - 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

To do

1. contact contractors
 - Assigned to:

In progress

1. schedule the work
 - Assigned to:

Done

1. contact George Hadlock in the spring 603-448-7645
 - Due on: Apr 10, 2023
 - Assigned to:
2. find out when Hadlock intends to do the work
 - Assigned to:
3. sign contract with Hadlock painting
 - 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

plaster at bottom of stairwell is showing water damage

To do

1. regrade around the stairs
 - Assigned to:

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:

In progress

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

Done

1. find out if there is grant money from the IRA available
 - Assigned to:
2. determine what bulbs we have in the fixtures Eric was looking at
 - Assigned to: ken.louzier@leblibrary.com
3. determine cost for upgrading lighting to LED, improving the entire lighting system
 - Assigned to:

radiators spitting at Leb Library

To do

1. contact an hvac co before the winter heating season
 - Due on: Sep 30, 2023
 - Assigned to:

remove electrical outlet under new RPZ Kilton boiler room

Done

1. schedule the work
 - Assigned to:
2. contact Defiance
 - Assigned to:

roof drains need to be cleaned at Kilton

To do

1. schedule the work
 - Assigned to: ken.louzier@leblibrary.com

shelves needed in the public restroom stalls at Kilton

stripe the parking lot at Kilton

To do

1. find a contractor to get the work done
 - 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

window is leaking by the sidewalk out front at Kilton

To do

1. figure out where the water is coming through and mark the spots
 - Assigned to:

Survey results for fundraising priorities

- #1 Leb Parent's Corner (\$5,000)
- #2 Kilton Children's Room improvements (\$10,000)
- #3 Riser/platform and awning at Kilton. (\$7,500)
- #4 Laptop Recycling Program (\$3,000)
- #5 Add to the print and digital collections budget (\$10,000)
- #6 Abenaki preservation garden (\$2,000)
- #7 Fairy Ring of stones (big rocks to sit on) at Kilton (\$2,500)
- #8 Sound Recording Studio at Kilton (\$6,000)
- #9 Edible landscape at Kilton (\$2,000)
- #10 Little free pantry fresh fridge (\$3,000)
- #11 Plant something nicer along the Lebanon Library walkway (\$3,000)
- #12 Wood fired oven at Kilton (\$7,500)