



**LEBANON LIBRARY BOARD OF TRUSTEES
OCTOBER 24, 2023 - 7:00 PM
KILTON LIBRARY CONFERENCE ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

To participate in this meeting, please join live via Microsoft Teams or call 929-229-5356 (access code: 269 448 771#). If you have trouble accessing this meeting, please call Sean Fleming at 603-359-3604.

2. Open to the Public

Any member of the public who desires to speak on any agenda item may do so during this public comment period, and will be allowed to speak on for not more than three minutes. Speakers shall identify themselves clearly for the record, stating their full names and their town/city of residence. The public comment period will not exceed thirty minutes.

3. Approval of Minutes

A. Approve the September 26, 2023 minutes

4. New Business

- A. Approve the Treasurer's Report
- B. Approve changes to the Public Access Internet Policy
- C. Approve changes to the Chromebook Policy

5. Committee Reports

6. Other Business

- A. Library Director's Report
- B. Deputy Library Director's Report

7. Future Agenda Items

8. 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](https://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
September 26, 2023
7:00 PM**

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

MEMBERS ABSENT:

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. Public hearing to accept \$25,000 gift from the Lebanon Public Libraries Foundation for books and materials

Ms. Sharfstein MOVED to accept the \$25,000 gift from the Lebanon Public Libraries Foundation for books and materials.

Seconded by Mr. Stebbins.

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

2. APPROVAL OF MINUTES

A. Approve the July 25, 2023 minutes

Mr. Stebbins MOVED to accept the meeting minutes of July 25, 2023, as presented.

Seconded by Ms. Wunsch.

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

4. NEW BUSINESS

A. Discussion about ways to contact the trustees

The Board discussed different ways to contact the Trustees. Jaki Frisina presented ways the Trustees could improve communication with the Board, including protecting Trustee emails to cut down on phishing attempts, and improving ease of use by the public and staff.

B. Approve the Treasurer's report

The Board reviewed the Treasurer's report.

28
29 *Ms. Sharfstein MOVED to approve the Treasurer's Report, as presented.*
30 *Seconded by Mr. Stebbins.*
31 **Vote on the MOTION passed: (7-0-0).*

32 **C. Review draft \$50,000 cut to the 2024 budget**
33

34 There was discussion regarding the proposed \$50,000 cut to the Library's 2024 budget. The
35 Board discussed potential areas to make cuts in.
36

37 **D. Approve updated Outreach Librarian job description**
38

39 *Ms. Sharfstein MOVED to approve the updated Outreach Librarian job description, as*
40 *presented.*
41 *Seconded by Mr. Stebbins.*
42 **Vote on the MOTION passed: (7-0-0).*

43 **E. Approve new Public Comment Policy**
44

45 The Board reviewed Attorney Matt Decker's suggested edits to the Public Comment Policy.
46
47 *Ms. Sharfstein MOVED to approve the Public Comment Policy, as discussed.*
48 *Seconded by Mr. Stebbins.*
49 **Vote on the MOTION passed: (7-0-0).*

50 **F. Review Investment Policy**
51

52 The Board reviewed the draft Investment Policy.
53

54 **G. Review and approve updates to the No Trespass Policy**
55

56 The Board reviewed the proposed updates to the No Trespass Policy.
57
58 *Ms. Sharfstein MOVED to approve the updated No Trespass Policy.*
59 *Seconded by Mr. Stebbins.*
60 **Vote on the MOTION passed: (7-0-0).*

61 **H. Review and approve update to the Library Appendix to the City Handbook**
62

63 *Ms. Sharfstein MOVED to approve the updated Library Appendix to the City Handbook.*
64 *Seconded by Mr. Stebbins.*
65 **Vote on the MOTION passed: (7-0-0).*

66 **5. COMMITTEE REPORTS**

67 None at this time.
68

6. OTHER BUSINESS

A. Library director report

Director Fleming gave his report.

B. Deputy library director report

Deputy Director Lappin gave her report.

6. ADJOURNMENT:

Ms. Sharfstein MOVED to adjourn the meeting.

Seconded by Mr. Bush.

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

The meeting was adjourned at 8:07 PM.

Respectfully submitted,

Kristan Patenaude

Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 09/30/2023

GL Number	Description	Bdgt Amendments From PO Carryover	2023 Amended Budget	Activity For 09/30/2023	YTD Balance 09/30/2023	Encumbrance 09/30/2023	Available Balance 09/30/2023	% 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	72,150.87	553,058.53	0.00	192,051.47	74.23
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	53,590.00	2,831.31	7,248.90	0.00	46,341.10	13.53
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	119,500.00	11,427.13	102,871.72	0.00	16,628.28	86.09
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	84,020.00	8,297.80	68,006.31	0.00	16,013.69	80.94
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	1,000.00	27.06	170.29	0.00	829.71	17.03
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	5,704.84	0.00	3,665.16	60.88
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	76,690.00	7,052.51	54,430.66	0.00	22,259.34	70.97
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	102,780.00	9,765.68	76,763.28	0.00	26,016.72	74.69
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,600.00	160.76	5,991.75	0.00	3,608.25	62.41
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	3,540.00	335.03	2,594.73	0.00	945.27	73.30
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	2,812.39	12,879.70	0.00	(1,849.70)	116.77
1100-4550-0000-4110-0000	WATER	0.00	2,000.00	0.00	1,542.11	0.00	457.89	77.11
1100-4550-0000-4120-0000	SEWER	0.00	1,500.00	0.00	1,385.16	0.00	114.84	92.34
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	20,500.00	2,153.00	14,400.00	0.00	6,100.00	70.24
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	18,065.32	43,565.32	1,770.34	38,135.92	7,530.29	(16,100.89)	136.96
2021				0.00	0.00	14,000.00		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,200.00	271.74	2,474.01	0.00	725.99	77.31
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	15,900.00	2,096.54	13,906.90	0.00	1,993.10	87.46
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	2,470.00	0.00	1,688.70	0.00	781.30	68.37
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,900.00	275.00	4,912.00	0.00	1,988.00	71.19
1100-4550-0000-5400-0000	ADVERTISING	0.00	1,000.00	0.00	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	210.80	1,587.57	0.00	912.43	63.50
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	20,000.00	1,338.41	19,675.60	0.00	324.40	98.38
1100-4550-0000-6220-0000	ELECTRICITY	0.00	87,910.00	5,370.95	59,123.18	0.00	28,786.82	67.25
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	3,990.15	35,273.59	0.00	14,726.41	70.55
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	35,000.00	983.75	10,176.83	0.00	24,823.17	29.08
Total Dept 4550-0000 - LIBRARY		18,065.32	1,532,805.32	134,038.71	1,103,284.02	21,530.29	407,991.01	71.98
Expenditures		18,065.32	1,532,805.32	134,038.71	1,103,284.02	21,530.29	407,991.01	71.98
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		18,065.32	1,532,805.32	134,038.71	1,103,284.02	21,530.29	407,991.01	
Current Year Exp.				134,038.71	1,103,284.02	7,530.29		
Prior Year Exp.				0.00	0.00	14,000.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of September 30, 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	40,836.29
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	\$40,986.29
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$40,986.29
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	\$127,477.23
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	9,367.19
Total Equity	\$127,477.23
TOTAL LIABILITIES AND EQUITY	\$127,477.23

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - September, 2023

	TOTAL
Income	
Contributions Income	25,000.00
Interest Income -	4,940.73
Other Income	9,018.44
Total Income	\$38,959.17
GROSS PROFIT	\$38,959.17
Expenses	
Books/Subscr/CD/DVD/Tapes	4,538.75
Budget Deficit	14,360.97
Community Relations	475.99
Education/Staff Development	2,073.00
Entertainment	615.59
Miscellaneous Exp	127.92
Office/Operating Supplies	3,859.19
Postage/Delivery	133.84
Professional Fees	84.00
Programs	2,002.80
Repairs/Maintenance	609.94
Web Hosting/Domain Fees	709.99
Total Expenses	\$29,591.98
NET OPERATING INCOME	\$9,367.19
NET INCOME	\$9,367.19

DRAFT - Public Access Internet Policy

~~INTERNET ACCESS~~Internet Access

The Lebanon Public Libraries are committed to providing public access to the ~~Internet and the valuable information~~internet due to the informational, educational, and cultural resources it provides foster r the community. ~~One does~~Patrons do not need a library card in order to use the computers. ~~Please be aware that not all sites on the Internet provide information that is accurate, complete or current. Some sites provide information that may be considered controversial, offensive or inappropriate. Library patrons access the Internet at their own discretion.~~

-

~~Any disruptive or inappropriate behavior in the Library is prohibited, including any behavior that disturbs or upsets other library users or staff members. This policy includes, but is not limited to displaying obscene or objectionable material on computers within the library. If a patron refuses to stop looking at such material when asked by a staff member, the session will be terminated and police may be notified.~~

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~~PARENTAL PRECAUTIONS~~

-

~~It is the responsibility of the parent/legal guardian to ensure that their child uses the Internet in an appropriate and safe manner. Parents/legal guardians are encouraged to be present and supervise their child's Internet use at the Libraries. As is the case with all other library materials, any restriction of a child's access to the Internet is the responsibility of the child's parent/legal guardian.~~

-

~~COMPUTER USE GUIDELINES~~

-

~~All computer users are responsible for complying with the Lebanon Public Libraries Rules and Regulations, and will digitally sign an Internet Use Contract, verifying that they have read and understood this Internet Policy~~

Wireless access is available and can be accessed for free at both libraries. The Library's wifi networks are not secure and all necessary precautions should be taken to protect equipment and data.

Some sites provide information that may be considered controversial, offensive, or inappropriate, and not all sites on the internet provide information that is accurate, complete, or current.

Computer Use Guidelines

Computers are to be turned on and off by library staff only. Please report any computer problems to library staff.

Users may not save files or documents to Library computers. Users will be able to erase all of their data immediately after using the library computers, and the computers will automatically erase all data and files every night. Users are encouraged to save to their personal email accounts, storage device, or web-based storage.

All computer users are responsible for complying with the Lebanon Public Libraries rules and regulations. Any child who is unable to read and understand the rules may use the Internetinternet station only in the company of a parent or guardian who will sign the contract. Users are limited to 30 minutes of computer use, unless there are other computers that are not being used.

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Users may not save files or documents to Library computers. Security software on all public computers will erase all saved documents. Users are encouraged to save to their personal email accounts or a web-based document storage program.

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Use of the Internet computers is limited to two sessions per day, with two hours between sign-ups. Librarians may use their discretion in enforcing this rule.

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Printing from the computers is \$.25/page. Only black & white printing is available.

-

Computers are to be turned on and off by library staff only. Please report any computer problems to library staff.

-

PATRON RESPONSIBILITIES

-

Parental Precautions

It is the responsibility of the parent/legal guardian to ensure that their child uses the internet in an appropriate and safe manner. Library computers do not have internet filters, and the library is not responsible for what children look up on our computers. Parents/legal guardians are

encouraged to be present and supervise their child's internet use at the Libraries. As is the case with all other library materials, any restriction of a child's access to the internet is the responsibility of the child's parent/legal guardian.

Inappropriate Activity

Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment or the service will result in the user being denied further access to the service. Malicious damage may result in prosecution.

-

Patrons must ~~agree to~~ not engage in activity that is illegal, malicious, or slanderous. They must ~~agree not to~~ use the ~~Internet~~internet as a means to offend, harass, intimidate or threaten any person or group. Any disruptive or inappropriate behavior in the Library is prohibited, including any behavior that disturbs or upsets other library users or staff members. This includes, but is not limited to displaying obscene or objectionable material on library computers and playing audio without headphones. Inappropriate behavior may result in the termination of the ~~Internet~~internet session, revocation of ~~Internet~~internet use privileges, or other measures available to the library staff.

-

Security

Users should be aware that the ~~Internet~~internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. The Library makes every attempt to protect your privacy, but automated cleanup processes may be interrupted or may fail infrequently for various reasons. Therefore, the library cannot absolutely guarantee that your history and/or files will be deleted.

The Library does not take responsibility for any personal accounts accessed on public internet computers. ~~When using pass-worded services, be sure to log off the service when finished.—~~ Patrons are responsible for logging off their accounts when finished using the computer. Users should be advised that because security is technically difficult to achieve in a public environment, electronic transactions and files could become public.

-

WIFI ACCESS

-

~~Wireless access is available. You are responsible for your own computer. Our wifi networks are not secure and all necessary precautions should be taken to protect equipment and data.~~

Patrons are responsible for safeguarding their own computers as the library is not responsible for any theft or accidents.

-

ADOPTED February 25, 2003

REVISIONS APPROVED BY THE BOARD OF TRUSTEES, November 26, 2013

In-house Chromebook Policy

Chromebooks are available for use at the Lebanon and Kilton libraries. The size of Chromebooks and their wi-fi capability provides maximum flexibility to library space usage while maintaining the libraries commitment to open access to the Internet.

~~Loan and Use Policy~~

~~Library Patrons~~

Anyone may check out a Chromebook for in-library use. ~~If the patron doesn't have a valid Lebanon Library Card, the Chromebook will be checked out to the Chromebook account in Koha for usage tracking purposes.~~

~~The Chromebook will be checked out to the library's account in Koha to track usage statistics. Chromebooks must be returned to the circulation desk when the user is finished.~~ All laptops must be returned before the library closes.

All default software settings will be restored and all created and downloaded files, cookies, Internet search history, etc. will be removed ~~upon shut down after each patron use.~~

~~Chromebooks may not be reserved for a specific time or day, nor can holds and hHolds~~ ~~cannot~~ be placed on Chromebooks. They are handed out in a first come, first served manner.

The borrower will be held responsible for any damage or theft. If the equipment is malfunctioning or the battery is low, staff should be immediately notified. Intentional damage, as determined by library staff, will subject the borrower to a charge. This charge will consist of the cost to repair or replace the device ~~whichever is less plus a \$50 administrative fee.~~ Failure to return a Chromebook will result in a replacement fee ~~of \$250 plus a \$50 administrative fee.~~ Abuse of the loan policy, as determined by staff, may result in suspension of borrowing privileges.

~~All laptop policies and procedures are in accordance with the Lebanon Library Internet Use Policy that outlines acceptable use of the Internet at the Library.~~

The Equipment

~~The Chromebooks are a simplified laptop computer based on Google's Chrome browser & operating system. A wired mouse, headphones, and charging cord are available in a first come, first serve manner. The Lebanon Public Libraries' Internet Use Policy applies to all in-house Chromebooks.~~

~~ThePublic Chromebooks connect to the Internet over an open wireless network. Since it is an unsecure network without encryption, users should exercise caution when transmitting sensitive information.~~

~~File downloads are permitted to USB storage devices. Network printers for laptop users are available. Printing will be charged at .25 a page. library's publicly available wireless network. Users should exercise caution when transmitting sensitive information~~

~~The Librarylibrary is not responsible for any damage to the user's removable disks/drives or loss of data. loss of data or damage to a user's personal equipment~~ that may occur due to malfunctioning library hardware and/or software.

Adopted by the Board of Trustees: November 25, 2014; Revised by Trustees 1/26/2016; Revised 8/1/2017.

Buildings and Grounds Issues

report generated on Oct 17, 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:

Little Free Library by Senior center has damaged door

Done

- 1. get lumber
 - Assigned to:

VT Life Safety inspection found issues to address at Kilton bench around tree at Kilton is broken

Done

- 1. get lumber
 - Assigned to:

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

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

hands free flush sensor missing at Leb Library

hole in wall in Amber's office at Kilton

To do

1. patch hole
 - Assigned to: ken.louzier@leblibrary.com

Done

1. talk to Ken about fixing
 - Assigned to:

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:

need to move table from Damren Room to Kilton staff room

need to put lock on staff kitchen door at Leb

Done

1. contact Chad at Fortified
 - Assigned to:

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. schedule the work
 - Assigned to:

Done

1. 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

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:

replace the tree at Leb Library?

Done

1. contact the COL Tree Committee regarding the grant funds they have access to
 - 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: