



**LEBANON LIBRARY BOARD OF TRUSTEES
FEBRUARY 27, 2024 - 7:00 PM
KILTON LIBRARY COMMUNITY 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. Public hearing to accept \$5,000 gift from the Lebanon Public Libraries Foundation for furniture & fixtures

4. Approval of Minutes

A. Approve the January 30, 2024 minutes

5. New Business

- A. Approve the Treasurer's Report
- B. Approve update to the Library Appendix to the City Handbook
- C. Approve Jaki Frisina's unpaid leave request
- D. Approve the 2024 trustee special funds budget
- E. Review the Library's Strategic Plan Miro Board

6. Committee Reports

A. Update from the foundation

7. Other Business

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

8. Future Agenda Items

9. 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
January 30, 2024
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Michael Stebbins, Kim Rheinlander, Ann Sharfstein, Jeff Damren (alternate), Morgan Swan, Renee Dunn (alternate)

MEMBERS ABSENT: Yuli Volentino, Phil Bush (alternate), Emma Wunsch,

STAFF PRESENT: City Manager Shaun Mulholland, 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.

Jeff Damren and Renee Dunn sat as voting members.

2. Open to the Public

None at this time.

3. City Manager Ethics Training

A. Policy review

City Manager Mulholland led the Board through an ethics training.

4. Approval of Minutes

A. Approve the November 28, 2023 minutes

Mr. Swan MOVED to accept the meeting minutes of November 28, 2023, as presented.

Seconded by Ms. Sharfstein.

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

5. New Business

A. Approve the Treasurer's Report

Mr. Stebbins explained that the City budget was underbudget by approximately \$32,000 for the end of the calendar year. Electricity ended up being approximately \$14,000 under budget.

Regarding the special funds budget, this ended a year with a surplus of approximately \$3,000.

Mr. Stebbins noted that he will be stepping down from the Board due to a new job.

Ms. Sharfstein MOVED to accept Treasurer's Report.

Seconded by Mr. Dunn.

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

B. Approve update to the Library Appendix to the City Handbook

Director Fleming reviewed the proposed changes to the Library Appendix of the City Handbook.

Chair Oscadal explained that the City's position is that the 3% increase is tied to the annual evaluation or a COLA increase, which does not kick in immediately. The proposal is to add clarifying language so that if a Library employee's position is upgraded, there will be a 3% increase in pay, along with an additional increase tied to an annual evaluation or a potential COLA increase from the City. Mr. Damren stated that he is unclear as to why this would be done. Positions generally come with a range of salary in order to compensate people commensurate with the classification. Deputy Director Lappin explained that the proposal is to classify positions properly to make sure employees are being paid in the correct range.

Chair Oscadal suggested wording that adds flexibility for when positions are adjusted to a higher grade in order to determine if a change in salary is warranted at that time.

Mr. Damren suggested amending the language to reflect that this is for a reclassification adjustment of 3%.

Mr. Damren MOVED to accept Option A of the proposed changes to the Library Appendix of the City Handbook, as revised.

Seconded by Ms. Rheinlander.

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

C. Approve updates to the Interlibrary Loan Policy

Ms. Dunn MOVED to accept the updated Interlibrary Loan Policy.

Seconded by Mr. Damren.

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

6. Committee Reports

None at this time.

7. Other Business

A. Library Director's Report

The Board discussed its open positions. Ms. Dunn expressed interest in stepping into the Treasurer's role.

71
72 B. Deputy Library Director's Report
73

74 Deputy Director Lappin stated that there are several open Library Clerk positions. Staff
75 continues to work on additional updates to policies. She noted that Citizen's Academy will be
76 taking place again this year.
77

78 **8. Future Agenda Items**
79

80 Ms. Dunn noted that there are some excess funds through the Foundation Board that could be
81 used for additional projects.
82

83 **9. Non-Public Session**
84

85 The Board entered Non-Public Session at 8:10PM.

86 **10. ADJOURNMENT:**
87

88 *Mr. Stebbins MOVED to adjourn the meeting.*

89 *Seconded by Ms. Sharfstein.*

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

90
91 **The meeting was adjourned at 8:27 PM.**
92

93 Respectfully submitted,

94 Kristan Patenaude

95 Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 01/31/2024

GL Number	Description							Available	% Bdg Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 01/31/2024		
Fund: 1100 GENERAL FUND									
Account Category: Expenditures									
Department: 4550-0000 LIBRARY									
1100-4550-0000-1100-0000	FULL TIME WAGES	782,510.00	0.00	782,510.00	59,402.78	0.00	723,107.22	7.59	
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	480.00	0.00	(480.00)	100.00	
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	2,384.26	0.00	29,645.74	7.44	
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	9,662.57	0.00	114,727.43	7.77	
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	6,850.72	0.00	107,919.28	5.97	
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	9.21	0.00	490.79	1.84	
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730.00	0.00	9,730.00	0.00	0.00	9,730.00	0.00	
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	5,861.84	0.00	70,398.16	7.69	
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	8,038.42	0.00	97,911.58	7.59	
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	3,161.00	0.00	10,609.00	22.96	
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	361.46	0.00	4,328.54	7.71	
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00	
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	11,490.00	0.00	11,490.00	6,926.99	0.00	4,563.01	60.29	
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00	0.00	
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00	0.00	
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	0.00	0.00	24,500.00	0.00	
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	50.00	16,881.31	62,728.69	21.25	
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	271.74	0.00	2,848.26	8.71	
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	373.45	0.00	24,106.55	1.53	
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	165.10	0.00	2,344.90	6.58	
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	0.00	0.00	7,100.00	0.00	
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	
1100-4550-0000-5800-0000	TRAVEL	19,380.00	0.00	19,380.00	3,873.80	0.00	15,506.20	19.99	
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00	
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	13.49	0.00	2,736.51	0.49	
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	1,314.28	0.00	23,685.72	5.26	
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	10,790.04	0.00	81,259.96	11.72	
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	447.21	0.00	3,052.79	12.78	
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00	
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	55,000.00	0.00	55,000.00	19,341.75	0.00	35,658.25	35.17	
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	0.00	0.00	42,500.00	0.00	
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	139,780.11	16,881.31	1,513,078.58	8.37	
Expenditures		1,669,740.00	0.00	1,669,740.00	139,780.11	16,881.31	1,513,078.58	8.37	
Fund 1100 - GENERAL FUND:									
TOTAL REVENUES		0.00	0.00			0.00	0.00		
TOTAL EXPENDITURES		1,669,740.00	0.00			16,881.31	1,513,078.58		
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(16,881.31)	(1,513,078.58)		
Current Year Exp.						16,881.31			
Prior Year Exp.						0.00			

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of January 31, 2024

	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	33,216.63
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	\$33,366.63
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$33,366.63
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	\$119,857.57
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	121,174.61
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	-1,317.04
Total Equity	\$119,857.57
TOTAL LIABILITIES AND EQUITY	\$119,857.57

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January 2024

	TOTAL
Income	
Other Income	1,131.97
Total Income	\$1,131.97
GROSS PROFIT	\$1,131.97
Expenses	
Accounting/Bookkeeping Services	679.00
Books/Subscr/CD/DVD/Tapes	509.48
Miscellaneous Exp	13.99
Office/Operating Supplies	469.56
Programs	776.98
Total Expenses	\$2,449.01
NET OPERATING INCOME	\$ -1,317.04
NET INCOME	\$ -1,317.04

The Library Appendix to the City of Lebanon Handbook

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.

4.5.5 Reclassification

When an employee's position is reclassified to a different grade, the step within the grade for the employee will be set to ensure no loss in pay if the new grade is lower. When an employee's position is reclassified to a higher grade, a reclassification adjustment increase of at least 3% in pay will be made effective the date of the change in Ordinance 18. The amount will be determined by the Library Board of Trustees. There will be no probationary period of employment for a reclassification.

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, Independence Day, and Veterans 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.

8.2 Leave of absence without pay

8.2.1 General. Authority to grant a leave of absence without pay resides with the Library Director and the Library Board of Trustees. A regular full-time or part-time library employee may take a leave of absence without pay from their regular employment for justifiable cause for a maximum of one hundred and eighty (180) days at any one time.

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, September 26, 2023, November 28, 2023, January 30, 2024

Leave of Absence Request

I am requesting an unpaid leave of absence from April 1, 2024 to Sept 3, 2024, per 8.2.1 of the Library Appendix to the City Handbook. During this time, I will be attending the Per Scholas Software Engineer program in Seattle, WA to learn Javascript, React.js, and Node.js. With these skills, I would be better able to improve the library's digital infrastructure, functionality, and user experience for our patrons and staff.

At times, class projects may align with tasks needed for the library. In such instances, I may contribute to the development of the library website, which would entail a temporary pause in my unpaid leave of absence, with compensation for the work performed.

Sincerely,

Jacqueline Frisina

Systems Librarian

Lebanon Public Libraries Trustee Special Funds 2024 Projections

	2023 budget	2023 actual	2024 budget
Income			
Grant revenue	0	\$ 0	\$ 0
Other income	14,073	\$ 12,390	\$ 13,000
City Surplus Income	0	\$ 0	\$ 26,790
Contributions Income	25,000	\$ 25,000	\$ 25,000
Interest Income -	11,000	\$ 14,665	\$ 13,500
Total Income	\$ 50,073	\$ 52,055	\$ 78,290
Expenses			
Books/Subscr/CD/DVD/Tapes	35,000	21,692	35,000
Budget deficit	2,730	14,361	0
Education/Staff Development	2,073	2,073	0
Entertainment	1,000	659	2,500
Miscellaneous Exp	1,000	154	1,000
Office/Operating Supplies	4,000	5,308	3,000
Postage/Delivery	300	138	250
Professional Fees	0	84	0
Professional Fees:Advertising/Marketing	1,000	0	1,000
Professional Fees:Accounting/Bookkeeping	1,200	0	1,200
Professional Fees:Community Relations	1,200	611	1,200
Professional Fees:Art/Framing	0	0	1,000
Programs	2,500	2,569	3,500
Repairs/Maintenance	0	610	500
Web Hosting/Domain Fees	500	732	750
Total Expenses	\$ 52,503	\$ 48,991	\$ 50,900
Net Income	-\$ 2,430	\$ 3,064	\$ 27,390

	N	FEB	MAR
> LBGP-1 Make use of the lockers in the shed			
> LBGP-5 One community garden bed needs to get fixed			
> LBGP-7 Fix interior woodwork at Kilton			
> LBGP-10 Radiator and boiler system issues at Leb			
> LBGP-13 Kilton Basix hvac controls system is five years past end of life			
> LBGP-15 Window is leaking by the sidewalk out front at Kilton			
> LBGP-17 Plaster at bottom of stairwell is showing water damage			
> LBGP-20 Fix hole in wall in Amber's office at Kilton			
> LBGP-22 Plumbing issues			
> LBGP-25 Replace the tree at Leb Library?			
> LBGP-27 Replace the panic alarm system at Kilton			
> LBGP-30 Key/door issues			
> LBGP-33 Fix the compost situation at Kilton			
> LBGP-35 Elevator needs a new sump pump			
> LBGP-38 Center stairwell at Leb is dangerous due to lack of grip			
> LBGP-41 Need to move furniture from Leb to Kilton			
> LBGP-44 Elevator needs new light diffusers DONE			
> LBGP-46 Windows need shades in the Leb staff room			
> LBGP-48 Clean the moss in the courtyard at Kilton			
> LBGP-49 Replace rotted boards below the gutters at Kilton			
> LBGP-50 Protect the thermostat in the Arcade			
LBGP-52 Shelves needed in patron restrooms			
LBGP-53 Two ladders needed at Leb Library			
> LBGP-54 Chair on 2nd floor at Leb is coming apart			
> LBGP-55 Knoxbox issues			
> LBGP-56 Growth on the membrane roof at Kilton			
> LBGP-57 Paint the exterior of Kilton			
LBGP-59 Emergency exit door is rusting at Kilton			
LBGP-60 Front stair treads at Kilton are in need of repair			
> LBGP-61 Water puddling up under the desktop computers at Leb			
> LBGP-63 Kilton parking lot work needs to be done			
> LBGP-66 Kilton geothermal pumps are reaching the end of their expected lives			
> LBGP-68 Problems with lighting controls at Kilton			
> LBGP-76 Light ballast and related issues at Kilton			
> LBGP-82 Vermont Life Safety found issues to address at both facilities			
LBGP-83 Conduit outside the Tech Services entrance at Kilton is inadequately sealed			
LBGP-88 Find an emergency alert system that is compatible with linux			
LBGP-89 Sell the old floor machine			
LBGP-97 Fix the AV system in the Kilton Community Room			
> LBGP-98 Hot water at Kilton is only lukewarm			
LBGP-100 Get quotes on washing Kilton windows			
> LBGP-101 Cabinet door in Historical Room does not close and lock properly			
> LBGP-106 Window broken by bus stop area at Kilton			
> LBGP-108 Recycle bulbs at Kilton			