



**LEBANON LIBRARY BOARD OF TRUSTEES
MARCH 26, 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. Approval of Minutes

A. Approve the February 27, 2024 minutes

4. New Business

A. Approve the Treasurer's Report

B. Officer Election

5. Committee Reports

A. Library foundation update

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 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
February 27, 2024
7:00 PM**

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

MEMBERS ABSENT: Yuli Volentino, Phil Bush (alternate), Renee Dunn (alternate) Morgan Swan, Emma Wunsch

STAFF PRESENT: Sean Fleming (Library Director)

STAFF ABSENT: Amy Lappin (Deputy Director)

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

2
3 Chair Oscadal opened the meeting at 7:00PM.

4
5 *Jeff Damren sat as a voting member.*

6
7 **2. Open to the Public**

8
9 None at this time.

10
11 **3. Public hearing to accept \$5,000 gift from the Lebanon Public Libraries Foundation for**
12 **furniture & fixtures**

13
14 *Mr. Damren MOVED to accept the \$5,000 gift from the Lebanon Public Libraries Foundation*
15 *for furniture and fixtures.*

16 *Seconded by Ms. Sharfstein.*

**Vote on the MOTION passed: (5-0-0).*

17
18 **4. Approval of Minutes**

19 A. Approve the January 30, 2024 minutes

20
21 *Ms. Sharfstein MOVED to accept the meeting minutes of January 30, 2024, as presented.*

22 *Seconded by Mr. Damren.*

**Vote on the MOTION passed: (5-0-0).*

23
24 **5. New Business**

25 A. Approve the Treasurer's Report

Mr. Stebbins reviewed the Treasurer's Report. He noted that the City funds are currently under budget by \$600 for the first month of the year. The Wages line is still under budget. The Electricity line was overbudget by approximately \$3,000. Regarding the Special Funds budget, there is not yet much to report. Director Fleming noted that an approximately \$27,000 check from the City has been received.

Ms. Rheinlander MOVED to accept Treasurer's Report.

Seconded by Mr. Damren.

****Vote on the MOTION passed: (5-0-0).***

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

Director Fleming noted that this is a two-word change suggested by City Manager Mulholland.

Ms. Sharfstein MOVED to accept the changes proposed to the Library Appendix to the City Handbook.

Seconded by Mr. Stebbins.

****Vote on the MOTION passed: (5-0-0).***

C. Approve Jaki Frisina's unpaid leave request

Mr. Damren MOVED to approve Jaki Frisina's unpaid leave request, as presented. Seconded by Ms. Sharfstein.

****Vote on the MOTION passed: (5-0-0).***

D. Approve the 2024 trustee special funds budget

Director Fleming noted that the office and operating budget has been reduced, by moving the cost of porta pottys over to the City's budget. The entertainment budget is proposed to increase for next year. Overall, this is a balanced budget.

Mr. Stebbins MOVED to approve the 2024 trustee special funds budget. Seconded by Mr. Damren.

****Vote on the MOTION passed: (5-0-0).***

E. Review the Library's Strategic Plan Miro Board

The Board reviewed the Library's Strategic Plan Miro Board.

6. Committee Reports

A. Update from the Foundation

Director Fleming noted that there is a new Foundation Director who will start at the May meeting.

7. Other Business

A. Library Director's Report

Director Fleming noted that a new Trustee rep to the Foundation Board is needed. Ms. Rheinlander volunteered for this position, and the Board agreed.

Director Fleming noted that there are three open seats and only two candidates for the next election. Mr. Damren has agreed to be a write-in candidate for the third seat. There will then be three open alternate seats on the Board. There will be an officer election in March after the election.

Director Fleming noted that five new Library substitutes are being hired.

B. Deputy Library Director's Report

None at this time.

8. Future Agenda Items

None at this time.

9. ADJOURNMENT:

Mr. Stebbins MOVED to adjourn the meeting.

Seconded by Ms. Sharfstein.

**Vote on the MOTION passed: (5-0-0).*

The meeting was adjourned at 7:30 PM.

Respectfully submitted,

Kristan Patenaude

Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 02/29/2024

GL Number	Description						Available	% Bdg Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 02/29/2024	
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	118,936.49	0.00	663,573.51	15.20
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	1,225.00	0.00	(1,225.00)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	4,701.60	0.00	27,328.40	14.68
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	19,257.82	0.00	105,132.18	15.48
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	14,203.19	0.00	100,566.81	12.38
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	752.29	0.00	8,977.71	7.73
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	11,781.45	0.00	64,478.55	15.45
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	16,093.30	0.00	89,856.70	15.19
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	4,042.00	0.00	9,728.00	29.35
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	729.69	0.00	3,960.31	15.56
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	7,346.68	0.00	4,143.32	63.94
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	522.30	0.00	1,777.70	22.71
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	475.48	0.00	1,324.52	26.42
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	2,550.00	0.00	21,950.00	10.41
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	2,545.01	16,881.31	60,233.68	24.39
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	833.48	0.00	2,286.52	26.71
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	1,156.05	0.00	23,323.95	4.72
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	434.42	0.00	2,075.58	17.31
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	275.00	0.00	6,825.00	3.87
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	4,317.46	0.00	15,062.54	22.28
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	40.20	0.00	1,959.80	2.01
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	3,596.25	0.00	21,403.75	14.39
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	24,805.13	0.00	67,244.87	26.95
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	681.58	0.00	2,818.42	19.47
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	0.00	3,000.00	494.81	0.00	2,505.19	16.49
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	55,000.00	0.00	55,000.00	21,847.01	0.00	33,152.99	39.72
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	1,224.58	0.00	41,275.42	2.88
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	264,890.97	16,881.31	1,387,967.72	15.86
Expenditures		1,669,740.00	0.00	1,669,740.00	264,890.97	16,881.31	1,387,967.72	15.86
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	1,387,967.72	
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(16,881.31)	(1,387,967.72)	
Current Year Exp.						16,881.31		
Prior Year Exp.						0.00		

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - February, 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

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of February 29, 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

	- MAR	APR – JUN	JUL – SEP
> 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			
> 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-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			
LBGP-111 Attach cabinets in Leb Library foyer to the wall			
LBGP-114 Fix door on the existing cabinet for patron pickup at Leb			