



**LEBANON LIBRARY BOARD OF TRUSTEES
JUNE 25, 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 May 28, 2024 minutes

4. New Business

- A. Approve the Treasurer's Report

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 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
May 28, 2024
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Morgan Swan; Jeff Damren (remote, until 7:35pm); Renee Dunn; Ann Sharfstein; Emma Wunsch; Leonee Durr (alternate); and Ellen Hubbell (pending alternate)

MEMBERS ABSENT: Kim Rheinlander

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.

Leonee Durr sat as a voting member.

2. Open to the Public

None at this time.

3. Public hearing to accept \$25,000 gift from the Lebanon Public Libraries Foundation

Ms. Sharfstein MOVED to accept a \$25,000 gift from the Lebanon Public Libraries Foundation. Seconded by Ms. Dunn.

**Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Morgan Swan - aye; Jeff Damren - aye; Renee Dunn - aye; Ann Sharfstein - aye; Leonee Durr – aye; Emma Wunsch - aye; (7-0-0).*

4. Approval of Minutes

A. Approve the April 23, 2024 minutes

Ms. Dunn MOVED to accept the meeting minutes of April 23, 2024, as amended. Seconded by Mr. Swan.

Amendments:

Correction to list members and staff absent from the meeting.

Correction to make clear that Leonee Durr and Ellen Hubbell attended the meeting as guests with alternate member status pending.

****Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Morgan Swan - aye; Jeff Damren - aye; Renee Dunn - aye; Ann Sharfstein - aye; Leonee Durr – aye; Emma Wunsch - aye; (7-0-0).***

4. New Business

A. Approve the Treasurer's Report

The Board reviewed the financial report. Ms. Dunn stated that, as of April 30, 2024, the budget appears to be on track. There was discussion regarding how much should be kept in the Reserve Account and the savings account. It was agreed that this would be discussed further into the future.

Ms. Sharfstein MOVED to accept the Treasurer's Report, as presented. Seconded by Ms. Wunsch.

****Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Morgan Swan - aye; Jeff Damren - aye; Renee Dunn - aye; Ann Sharfstein - aye; Leonee Durr – aye; Emma Wunsch - aye; (7-0-0).***

5. Committee Reports

None at this time.

6. Other Business

A. Library Director's Report

Director Fleming noted that there is a potential project for a solar charging station at Kilton for e-bikes. There would be no construction cost to the Library for this project, though there may be a slight increase in the electricity budget. The charging station would likely be an enclosed shed and could potentially be used as a bus shelter as well.

The Board agreed that it would like to see a draft design before approving this but was generally interested in the proposal.

Director Fleming asked the Board to consider any 2025 budget priorities.

B. Deputy Library Director's Report

Deputy Director Lappin stated that the e-bike circulation project is going well. She stated that the Library is partnering with Upper Valley Vital Communities for their Super Quest program. This will be included as part of the Summer Reading program, which starts on June 12th.

C. NHLA Paralibrarian Certification Program

Chair Oscadal stated that a Library Staff member has shown an interest in participating in this program. This is a voluntary program that the Board could consider recognizing. This is based on a person's work experience and identifies their achievements.

Mr. Swan expressed concern that this could be tied to a perceived increase in salary. He asked the underlying goal of the program if there is no commensurate increase in pay.

Ms. Durr stated that there should be clear expectations of this program so that there will not be any misinterpretations made.

Jeff Damren joined the meeting in person at 7:35pm.

Deputy Director Lappin stated that this program was formed by paraprofessionals. There are a few people that work in libraries in the State without formal MLS training. There seems to be a desire by those to have a professional development track. This is not an official program. It would appear that this request from a Staff member could be used as a way to seek an increase in pay after completion. This program is not always very active. She expressed concern with making this part of the Library's regular plan, as it may not be around every year.

Chair Oscadal stated that he is less interested in the individual asking for this program and would rather consider if the Library wants to take generally on this program.

There was discussion regarding if this certification would have an impact and in what way. This seems to be a way for the individual to recognize what they have completed.

The Board agreed not to formally recognize this program at this time but allow it to be handled by the Library in the same way as other professional development programs.

8. Future Agenda Items

There was discussion regarding addressing the Reserve Fund amount and other budget items at a future meeting.

9. Non-Public Session

A. N.H. Rev. Stat. § 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Ms. Sharfstein MOVED to enter into Non-Public Session per N.H. Rev. Stat. § 91-A:3, II (a) at 7:55pm. Seconded by Mr. Swan.

**Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Morgan Swan - aye; Jeff Damren - aye; Renee Dunn - aye; Ann Sharfstein - aye; Leonee Durr - aye; Emma Wunsch - aye; (7-0-0).*

Ms. Sharfstein MOVED to exit Non-Public at 8:51pm. Seconded by Ms. Dunn.

**Roll Call Vote on the MOTION passed: Francis Oscadal - aye, Morgan Swan - aye; Jeff Damren - aye; Renee Dunn - aye; Ann Sharfstein - aye; Leonee Durr - aye; Emma Wunsch - aye; (7-0-0).*

106 ***Ms. Sharfstein MOVED to seal the minutes of the Non-Public Session. Seconded by Mr.***
107 ***Damren.***

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

108 Chair Oscadal stated that the Board voted during Non-Public Session to raise the salary to the top
109 of the pay scale and to make this salary increase retrospective to April 23, 2024, the date that the
110 job description was the expanded and revised, as approved by the Trustees.

111 **10. ADJOURNMENT:**

112

113 ***Mr. Swan MOVED to adjourn the meeting.***

114 ***Seconded by Ms. Sharfstein.***

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

115

116 **The meeting was adjourned at 8:53 PM.**

117

118 Respectfully submitted,

119 Kristan Patenaude

120 Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 05/31/2024

GL Number	Description						Available	% Bdgt Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 05/31/2024	
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	325,708.34	0.00	456,801.66	41.62
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	2,230.00	0.00	(2,230.00)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	13,368.18	0.00	18,661.82	41.74
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	52,660.88	0.00	71,729.12	42.34
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	47,783.48	0.00	66,986.52	41.63
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	3,103.26	0.00	6,626.74	31.89
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	32,921.67	0.00	43,338.33	43.17
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	44,069.58	0.00	61,880.42	41.59
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	4,423.75	0.00	9,346.25	32.13
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	2,033.50	0.00	2,656.50	43.36
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	9,701.40	0.00	1,788.60	84.43
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	1,080.26	0.00	1,219.74	46.97
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	1,006.48	0.00	793.52	55.92
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	11,795.00	0.00	12,705.00	48.14
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	45,587.72	61,678.81	(27,606.53)	134.66
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	2,578.70	0.00	541.30	82.65
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	4,895.90	0.00	19,584.10	20.00
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	887.81	0.00	1,622.19	35.37
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	2,473.00	0.00	4,627.00	34.83
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	61.20	0.00	938.80	6.12
1100-4550-0000-5800-0000	TRAVEL	19,380.00	0.00	19,380.00	9,840.37	0.00	9,539.63	50.78
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	171.52	0.00	1,828.48	8.58
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	815.33	0.00	1,934.67	29.65
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	9,452.63	0.00	15,547.37	37.81
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	41,253.55	0.00	50,796.45	44.82
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	34,025.77	0.00	20,974.23	61.87
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	6,864.64	0.00	35,635.36	16.15
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	711,979.52	61,678.81	896,081.67	42.64
Expenditures		1,669,740.00	0.00	1,669,740.00	711,979.52	61,678.81	896,081.67	42.64
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		1,669,740.00	0.00			61,678.81	896,081.67	
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(61,678.81)	(896,081.67)	
Current Year Exp.						61,678.81		
Prior Year Exp.						0.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of May 31, 2024

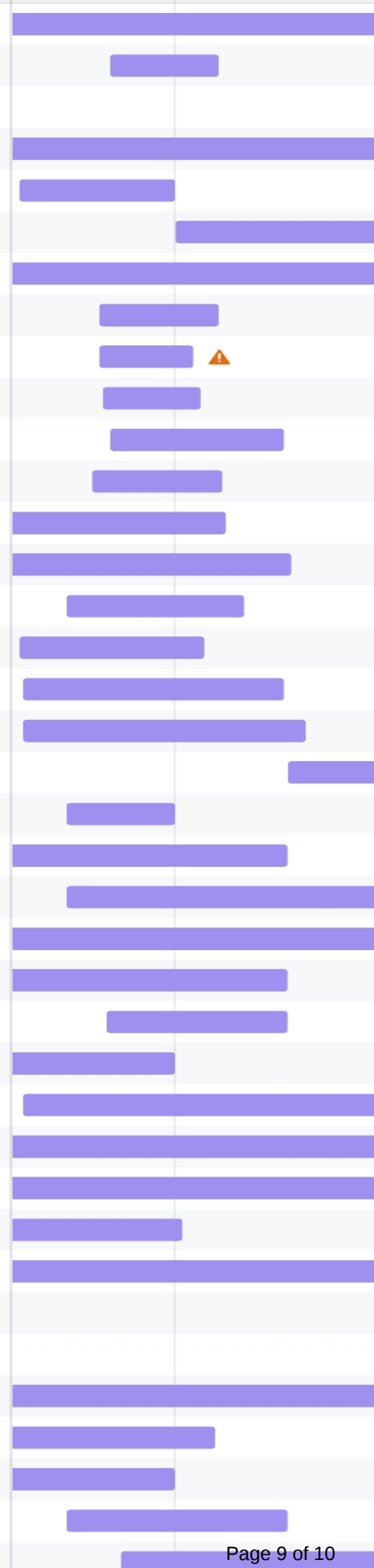
	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	0.00
Citizens Bank - Charter Trust	0.00
Ckbk MSB #926522757	0.00
Main MSB Checking Acct 773	102,511.10
Petty Cash - Lebanon	75.00
Petty Cash - West Lebanon	75.00
Salomon Smith Barney (deleted)	
CD Lane Dwinell 6.5% 2/23/01	0.00
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	\$102,661.10
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$102,661.10
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	\$189,152.04
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	67,977.43
Total Equity	\$189,152.04
TOTAL LIABILITIES AND EQUITY	\$189,152.04

Lebanon Public Libraries Trustee Accounts

Profit and Loss
January - May, 2024

	TOTAL
Income	
City Surplus Income	24,773.68
Contributions Income	30,000.00
Interest Income -	12,118.94
Other Income	5,591.33
Total Income	\$72,483.95
GROSS PROFIT	\$72,483.95
Expenses	
Accounting/Bookkeeping Services	679.00
Books/Subscr/CD/DVD/Tapes	979.07
Community Relations	374.09
Entertainment	220.70
Miscellaneous Exp	246.47
Office/Operating Supplies	896.00
Postage/Delivery	15.24
Programs	1,020.95
Web Hosting/Domain Fees	75.00
Total Expenses	\$4,506.52
NET OPERATING INCOME	\$67,977.43
NET INCOME	\$67,977.43

- >  [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-27 Replace the panic alarm system at Kilton](#)
- >  [LBGP-33 Fix the compost situation at Kilton](#)
- >  [LBGP-38 Center stairwell at Leb is dangerous due to lack of grip](#)
- >  [LBGP-48 Clean the moss in the courtyard at Kilton](#)
- >  [LBGP-49 Replace rotted boards below the gutters at Kilton](#)
-  [LBGP-52 Shelves needed in patron restrooms](#)
-  [LBGP-53 Two ladders needed at Leb Library](#)
- >  [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-82 Vermont Life Safety found issues to address](#)
-  [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 Replace the floor machines](#)
- >  [LBGP-97 Fix the AV system in the Kilton Community Room](#)
- >  [LBGP-106 Broken windows at Kilton](#)
- >  [LBGP-108 Recycle bulbs at Kilton](#)
- >  [LBGP-127 HVAC issues at Leb](#)
- >  [LBGP-128 HVAC issues at Kilton](#)
- >  [LBGP-133 Replace the election boxes](#)
- >  [LBGP-146 Fix the sharp spot on the stair rail at Leb that gashed open Celeste's hand](#)
-  [LBGP-153 Replace the main runner on the 1st floor Lebanon Library](#)
-  [LBGP-156 Put a door back on the right hand side restroom at Kilton which can lock](#)
-  [LBGP-166 One of the swinging door by the front foyer at Leb is sticking open](#)



Hello Board!

I'm sorry I can't be with you in person tonight. I'm heading to San Diego for the American Library Association's Annual Conference. I look forward to sharing the highlights of the conference with you when I return.

The most exciting part of my report is that **Nikki Rheahme** gave birth to a son, Julien (called Jules) on Thursday, June 20!

I am writing this report on Saturday, June 22 from the Kilton desk. It's a wild day here at Kilton and typical of many days at the library lately. There is an author reading in the conference room, a gamelan workshop in the Community Room, and people setting up for a Music Jam in the Storytime Room. The bank of public computers is close to full. People have been registering for summer reading (we're up to 392 people over the last week). One of our e-bikes is out on this rainy day! And, this is all in addition to the regular in and out of people browsing the stacks and checking out books!

We have relaunched the search for library clerks. A fantastic group of people was hired earlier this year, but with Jaki and Nikki both out and some clerks with limited availability, we could use a few more. We have received eleven applications and will be interviewing 5 candidates in mid-July.

News from the State Library that may interest you is that State Librarian Michael York will be retiring in December. After 52 years as a librarian (25 as the NH State Librarian), Mike is entering the realm of politics and running in Senate District 16 in the upcoming election.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy".

Amy Lappin
Deputy Director