



**LEBANON LIBRARY BOARD OF TRUSTEES
FEBRUARY 23, 2021 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve January 26, 2021 minutes
 - 3. New Business**
 - A. Approve the financial report
 - B. Approve the special funds budget
 - C. Approve Douglas Whittlesey as Alternate Trustee Candidate
 - 4. Committee Reports**
 - 5. Other Business**
 - A. Reopening discussion
 - B. Director's report
 - C. Deputy Director's report
 - 6. Adjournment**

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LebanonNH.gov)

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, January 26th, 2021
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Susan Weber Valiante (Secretary), Ann Sharfstein, Laura Barrett, Emma Wunsch (Alt.), Donna Hartford (Alt.)

MEMBERS ABSENT: Morgan Swan

STAFF PRESENT: Sean Fleming (Library Director), Amy Lappin (Deputy Director)

1 **1. CALL TO ORDER:** Chair Francis Oscadal called the meeting to order at 7:01 PM

- 2
- 3 • Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A
- 4 “Right to Know” requirements.
- 5 • During the absence of Morgan Swan, Emma Wunsch was given voting privileges for this
- 6 meeting.
- 7

8 **2. APPROVAL OF MINUTES: November 24th, 2020**

9

10 **Ms. Valiante MOVED to approve the November 24th, 2020 Minutes as presented in the January**

11 **26th, 2021 agenda packet as amended.**

12 **Seconded by Ms. Desrosiers.**

13

14 **Amendments:**

15

16 Page 2, Line 39, 40 & 41 Remove “Chair Oscadal will help with looking over the books to decide what

17 would go to storage and what might be able to be moved to Kilton Library.

18

19 **Roll Call Vote:**

20 **Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Emma Wunsch, Susan Weber**

21 **Valiante, and Laura Barrett all voting Yea.**

22 **None voted Nay.**

23

24 ** The Vote on the MOTION was approved (7-0).*

25

26 **3. APPROVE THE FINANCIAL REPORT:**

27 Treasurer Taylor reported that that the Library ended the year just under \$120,000.00 below budget.

28 Payroll related costs were \$130,000.00 under budget and staff development and travel brought the figure

29 up to \$140,000.00. Director Fleming spent \$30,000.00 on buildings and grounds. The report from the

30 City showed just under \$95,000.00 encumbered. The encumbrance was for the Kilton Library bathroom

31 renovations This was money that the Library committed to spend but did not complete the process before

1 the end of the year. Special funds revenue was down significantly due to fines and fees being mostly
2 eliminated this year due to Covid-19 and the Libraries being shut down. The Library also did not receive
3 any funds from the Library Foundation annual appeal. This revenue decrease had been more than offset
4 by the reduction in spending on books, CD and other media.

5 ***A MOTION was made by Ms. Sharfstein to approve the Financial Report as presented.***

6 ***Seconded by Ms. Wunsch.***

7
8 **Roll Call Vote:**

9 **Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma**
10 **Wunsch, and Laura Barrett all voting Yea.**

11 **None voted Nay.**

12
13 **** The Vote on the MOTION was approved (7-0).***

14
15 **4. COMMITTEE REPORTS: NONE**

16
17 **5. OTHER BUSINESS:**

18
19 **A. Director's Report:** Director Fleming spoke about the Christmas light display that DB Lights put up
20 at the Kilton Library. Mr. Devon Blanchard was at the meeting and wanted to do another light display at
21 the Kilton Library again next year. Chair Oscadal thought it was a nice thing to do for West Lebanon.
22 Ms. Barrett thought the light display was delightful and that perhaps next year it could be a collaborative
23 effort with the Library. She really enjoyed the window displays, as well. Ms. Sharfstein loved the
24 display and hoped to see it continue and grow. Mr. Taylor said he sent people to the light display and the
25 feedback he received was that everyone really enjoyed the display. The consensus of the Board was that
26 they would like to see another Christmas light display done at Kilton Library next year.

27
28 Director Fleming have an update to the fundraising effort for the renovation at the Lebanon Library. So
29 far, the total raised was \$183,000.00, more than halfway toward the \$300,000.00 goal by the end of 2021.
30 The first bond payments would not be due until 2022. The Library Board had approved \$25,000.00 to
31 help with the fundraising efforts and only \$8,700.00 had been spent. Director Fleming and Amy will be
32 giving a presentation to the Rotary Club and are hoping that may bring in a big donation for the Library
33 renovation.

34
35 Currently the City has been working on tightening up the contract language for the Library renovation
36 project. They are also waiting for the permit from the Planning Board. The library staff got everything
37 that needed to be moved out of the Library done by mid-January.

38
39 Next, Director Fleming talked about the Library/Municipal relationship, especially as it pertained to the
40 Library budget. He explained that they were not going through the budget process correctly in several
41 different ways. One example is that fees and fines are supposed to be shown in the budget. Also, the City
42 Manager should not be in the position to cut the Library's budget, as has been done in the past. The
43 budget can be cut, but most likely by the City Council. Director Fleming pointed out that the Library
44 employees were not Municipal employees. He felt that this issue should be examined so that things are
45 done in a proper way and suggested an ad-hoc committee be formed to investigate the situation.

1 Chair Oscadal agreed with Director Fleming and felt it was worth looking into. Mr. Taylor said there
2 could be logistical issues as far as getting these things into the City's budget which would require some
3 coordination with the City's Finance Office.
4

5 Director Fleming told the Board that Susan Desrosiers and Stephen Taylor's Library Board terms were up
6 and that elections would be taking place in March. Ms. Desrosiers responded to let the Board know she
7 would not be running again for her position on the Board. Board members spoke up and thanked Ms.
8 Desrosiers for her dedication to the Library Board and all that she had done for them over the years.
9

10 Director Fleming let the Board know that they still need a representative to the Library Foundation. The
11 workload has lessened over time. They are still fundraising, but the pace has become much less.
12

13 **B. Deputy Director's Report:** Deputy Director Lappin thanked Ms. Desrosiers for her time on the
14 Board. She gave an update on the search for a new IT Librarian. The closing date for applications is
15 February 6, 2021. So far, they have received 16 or 17 resumes, with 10 meeting the minimum standards.
16 She believed there were some promising candidates that have applied.
17

18 The Library staff have moved some of the resources from the Lebanon Library to the Kilton Library.
19 They moved the Teen room at Kilton into a different section and made that space into the Lebanon
20 Library, temporarily. The staff will continue to order items for both Libraries while they are in the same
21 building. Contactless pick up is still at both Libraries. They are hoping to continue that for as long as
22 they can.
23

24 Trivia night and teen night remains popular. Teen night has been coordinated with other libraries so that
25 has been very successful.
26

27 **C. Reopening Discussion and Vote:** Director Fleming reported that he performed a survey with the
28 Lebanon Library Employees as a Google Poll about re-opening the Libraries to the public and the
29 response was that most staff members would like to wait until the Covid-19 vaccine was available to the
30 staff members. Director Fleming gave an overview of the statistics on Covid-19. He also let the Board
31 know that a Library staff member had Covid-19.
32

33 Chair Oscadal believed that there were still a few months to go before the Libraries would be able re-open
34 to the public. He agreed with the staff about waiting for the Covid-19 vaccine to become available to
35 them before the Libraries should be re-opened to the public. Currently the Libraries are closed until the
36 Trustees vote to re-open them to the public.
37

38 Ms. Desrosiers would like the Board to keep re-visiting this issue in the future. Ms. Sharfstein agreed
39 with Ms. Desrosiers and felt that when the weather gets warmer the Library should offer the outside Tech
40 Lab again. Ms. Barrett agreed with re-visiting this issue again in the future and was OK with the Library
41 services staying as is for now.
42

43 Deputy Director Lappin said that she believed that when the weather does get better the staff would like
44 to do the outside Tech Lab again. Director Fleming said he just wanted to make it clear that the staff
45 wanted to wait to re-open when the Covid-19 vaccine was made available, not when they had received the
46 vaccine since some staff may not want to get the vaccine.
47

1 Ms. Wunsch believed the re-opening of the Libraries should be discussed every month. Chair Oscadal
2 agreed and said they could take this issue up monthly. For now, they will leave things as they are with
3 the Libraries operations. They will only have a vote on the re-opening of the Libraries to the public if
4 there was a decision made to change things.

5
6 **7. ADJOURNMENT:**

7
8 *A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:11 PM.*

9 *The MOTION was seconded by Ms. Valiante.*

10
11 **Roll Call Vote:**

12 **Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Emma**
13 **Wunsch, and Laura Barrett all voting Yea.**

14 **None voted Nay.**

15
16 ** The Vote on the MOTION was approved (7-0).*

17
18 Respectfully submitted,

19 Barbara Higgins

20 Recording Secretary

01/31/21

Lebanon Public Library
Checking/Savings Balances
 As of November 30, 2020

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	13,408.20
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	13,558.20
Total Current Assets	13,558.20
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	44,827.59
Rainy Day Fund (City Surplus)	115,492.66
Total Savings Account MSB 556...	160,320.25
Total Long Term Assets	160,320.25
Total Other Assets	160,320.25
TOTAL ASSETS	173,878.45
LIABILITIES & EQUITY	
Equity	
Retained Earnings	174,282.03
Net Income	-403.58
Total Equity	173,878.45
TOTAL LIABILITIES & EQUITY	173,878.45

01/31/21

Lebanon Public Library
Cash In/Cash Out Statement
November through December 2020

	General Fund		TOTAL	
	Nov - Dec 20	Jan - Dec 20	Nov - Dec 20	Jan - Dec 20
Ordinary Income/Expense				
Income				
Grant Revenue	0.00	40,200.00	0.00	40,200.00
Fees/Fines Income	696.94	5,221.21	696.94	5,221.21
Interest Income -				
Carter Funds	0.00	7,127.93	0.00	7,127.93
Trustees of Trust Funds	0.00	5,812.69	0.00	5,812.69
Fees/Fines Savings Int	2.64	28.38	2.64	28.38
Total Interest Income -	2.64	12,969.00	2.64	12,969.00
Total Income	699.58	58,390.21	699.58	58,390.21
Expense				
Grant Expense	0.00	40,200.00	0.00	40,200.00
Attorney Fees	0.00	152.88	0.00	152.88
Accounting/Bookkeeping Ser...	75.00	825.00	75.00	825.00
Community Relations	408.40	1,119.85	408.40	1,119.85
Art/Framing	0.00	957.50	0.00	957.50
Coffee Machine Expense	0.00	1,082.47	0.00	1,082.47
Kilton Public Library				
Furniture/Fixtures for Kilton	0.00	456.26	0.00	456.26
Total Kilton Public Library	0.00	456.26	0.00	456.26
Advertising/Marketing	0.00	15.00	0.00	15.00
Books/Subscr/CD/DVD/Tapes	3,122.68	3,873.35	3,122.68	3,873.35
Dues/Memberships Exp	0.00	165.00	0.00	165.00
Education/Staff Development	0.00	679.00	0.00	679.00
Entertainment	0.00	299.48	0.00	299.48
Miscellaneous Exp	0.00	1,494.55	0.00	1,494.55
Office/Operating Supplies	300.00	5,492.72	300.00	5,492.72
Postage/Delivery	16.80	82.25	16.80	82.25
Programs	0.00	1,710.39	0.00	1,710.39
Repairs/Maintenance				
Grounds	0.00	2,278.00	0.00	2,278.00
Total Repairs/Maintenance	0.00	2,278.00	0.00	2,278.00
Web Hosting/Domain Fees	415.14	1,583.61	415.14	1,583.61
Total Expense	4,338.02	62,467.31	4,338.02	62,467.31
Net Ordinary Income	-3,638.44	-4,077.10	-3,638.44	-4,077.10
Net Income	-3,638.44	-4,077.10	-3,638.44	-4,077.10

01/31/21

Lebanon Public Library
Checking/Savings Balances
 As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	9,733.31
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	9,883.31
Total Current Assets	9,883.31
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	44,828.96
Rainy Day Fund (City Surplus)	115,492.66
Total Savings Account MSB 556...	160,321.62
Total Long Term Assets	160,321.62
Total Other Assets	160,321.62
TOTAL ASSETS	170,204.93
LIABILITIES & EQUITY	
Equity	
Retained Earnings	174,282.03
Net Income	-4,077.10
Total Equity	170,204.93
TOTAL LIABILITIES & EQUITY	170,204.93

City funds expended as of Jan 2021

Account	Description	Budget	YTD	Balance	% Used
01-1100	FULL-TIME WAGES	565,060	46,134	518,926	8%
01-1200	PART-TIME WAGES	236,670	13,181	223,489	6%
01-1201	PART-TIME WAGES:CUSTODIAL	85,230	6,748	78,482	8%
01-2100	LIFE/DISABILITY INSURANCE	7,210	0	7,210	0%
01-2200	FICA & MEDICARE	66,850	5,010	61,840	7%
01-2301	RETIREMENT:MUNICIPAL	71,310	4,323	66,987	6%
01-2600	WORKERS' COMPENSATION	3,160	236	2,924	7%
01-4300	REPAIR/MAINT SERVICES	8,700	6,050	2,650	70%
01-4420	RENTAL:EQUIPMENT/VEHICLES	2,050	175	1,875	9%
01-5300	TELE/COMMUNICATIONS SYSTEM	9,280	80	9,200	1%
01-5400	ADVERTISING	1,000	0	1,000	0%
01-5600	DUES/MEMBERSHIPS	1,080	320	760	30%
01-5850	STAFF DEVELOPMENT	5,560	0	5,560	0%
01-5870	TRAVEL	2,210	0	2,210	0%
01-5875	MILEAGE	1,000	0	1,000	0%
01-5900	OTHER PURCHASED SERVICES	6,000	0	6,000	0%
02-4110	WATER	2,000	0	2,000	0%
02-4120	SEWER	2,000	0	2,000	0%
02-4300	REPAIR/MAINT SERVICES	47,110	205	46,905	0%
02-6150	SMALL TOOLS/EQUIPMENT	31,500	1,110	30,390	4%
02-6220	ELECTRICITY	40,000	0	40,000	0%
02-6230	BOTTLED GAS	1,120	484	636	43%
02-6240	FUEL OIL	5,860	771	5,089	13%
02-6300	MAINT MATERIALS	10,000	192	9,808	2%
04-5900	OTHER PURCHASED SERVICES	8,500	53	8,447	1%
04-6100	GENERAL OPERATING SUPPLIES	6,000	11	5,989	0%
04-6120	LIBRARY BOOKS/SUBSCRIPTIONS	27,500	600	26,900	2%
04-6200	OFFICE SUPPLIES	6,000	158	5,842	3%
		\$1,259,960	\$85,843	\$1,174,117	7%
			1 months out of 12		8%

Lebanon Public Libraries special funds summaries and projections 2021

	2020				2021			
	Budget / Projection				Budget / Projection			
	LPL	LPLF	Total	Year end actual	LPL	LPLF	Total	
INCOME:								
Grant revenue	42,000	0	42,000	40,200	0	0	0	
Fees and Fines	21,000	0	21,000	5,220	7500	0	7,500	
Interest Income	11,000	0	11,000	12,970	11000	0	11,000	
Foundation Sources:							0	
Annual Appeal	0	25,000	25,000	0	0	20,000	20,000	
Byrne Foundation	0	0	0	0	0	0	0	
Matching grant individuals & foundations	0	0	0	0	0	0	0	
NH Humanities	0	0	0	0	0	0	0	
Rotary Club	0	0	0	0	0	0	0	
Hanover Garden Club	0	200	200	0	0	0	0	
Foundation subtotal	0	25,200	25,200	0	0	20,000	20,000	
TOTAL INCOME:	74,000	25,200	99,200	58,390	18,500	20,000	38,500	

Lebanon Public Libraries special funds summaries and projections 2021

	2020				2021		
	Budget / Projection				Budget / Projection		
	LPL	LPLF	Total	Year end actual	LPL	LPLF	Total
EXPENDITURE:							
Advertising/Marketing	0		0	20	0		0
Art/Framing	1000		1,000	960	1000		1,000
Attorney Fees	0		0	150	0		0
Bank Charges	150		150	0	0		0
Books, CDs etc.	17,500	25,200	42,700	3,870	21,300	20,000	41,300
Bookkeeper	1,000		1,000	830	1,000		1,000
Capital improvements fdn funded projects	0		0	0	0		0
Capital improvements building improvements	0		0	0	0		0
Coffee	1,500		1,500	1,080	1,000		1,000
Community Relations	2,000		2,000	1,120	1,000		1,000
Dues/membership	0		0	170	0		0
Education	0		0	680	0		0
Entertainment	250		250	300	300		300
Grant expense	0		0	40200	0		0
Internet Stations	0		0	0	0		0
Kilton/Furniture	0		0	460	0		0
Miscellaneous	1000		1,000	1490	1500		1,500
Misc. Electronics	0		0	0	0		0
Misc. Furniture	0		0	0	0		0
Office and Operational Supplies	1,000		1,000	5,490	2,000		2,000

Lebanon Public Libraries special funds summaries and projections 2021

	2020				2021		
	Budget / Projection				Budget / Projection		
	LPL	LPLF	Total	Year end actual	LPL	LPLF	Total
Postage/Delivery	100		100	80	100		100
Programs	2,500		2,500	1,710	2,500		2,500
Repairs/Maintenance: Buildings	0		0	0	0		0
Repairs/Maintenance:	0		0	0	0		0
Repairs/Maintenance: Grounds	3,500		3,500	2,280	3,500		3,500
Web Hosting Fees	500		500	1580	500		500
TOTAL GENERAL EXPENDITURE:	32,000	25,200	57,200	62,470	35,700	20,000	55,700
Surplus/(deficit)				-4,080	-17,200		-17,200

Buildings and Grounds Issues

report generated on Feb 04, 2021

Fix the compost situation at Kilton

To do

1. make additional bins
 - Due on: Mar 27, 2021
 - Assigned to: Seanchuck.mcandrew@leblibrary.com

Playspace project

In progress

1. install plaque
 - Due on: May 01, 2021
 - Assigned to: SeanKen

curb cut needed on Bank St by Lebanon Library for handicapped space

To do

1. take pictures of area and send to Jim Donison
 - Due on: Apr 24, 2021
 - Assigned to: Sean

hvac controller failed at Kilton

In progress

1. investigate options for upgrading controls
 - Due on: Dec 05, 2020
 - Assigned to: Sean

missing ceiling tile in book sale room

To do

1. get a new tile
 - Assigned to: Ken

problems with lights at Kilton

In progress

1. determine cost for upgrading lighting to LED, improving the entire lighting system
 - Due on: May 22, 2020
 - Assigned to: Sean
2. The lights sometimes will not come on/stay on in the patron areas - fix this.
 - Due on: Mar 27, 2020
 - Assigned to: Sean
3. Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on.
 - Due on: Mar 27, 2020
 - Assigned to: Sean

prune the trees at Kilton

In progress

1. Contact GreenShield Arboriculture/Eric
 - Assigned to: Sean

renovate the Kilton restroom

In progress

1. select a color for the walls
 - Due on: Feb 13, 2021
 - Assigned to: CPfeifferSean

seal the gutters in the back at Kilton

To do

1. contact Odie
 - Due on: Mar 27, 2021
 - Assigned to: Sean

stripe the parking lot at Kilton

To do

1. find a contractor to get the work done
 - Due on: May 29, 2021
 - Assigned to: Sean