



**LEBANON LIBRARY BOARD OF TRUSTEES
NOVEMBER 26, 2024 - 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 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 October 29, 2024 minutes

4. New Business

- A. Approve the Treasurer's Report
- B. Approve change of purpose for \$2,500 of foundation funds
- C. Approve library closure for training
- D. Review Investment Policy

5. Committee Reports

6. Other Business

- A. Attorney memo on trustee/city relationship
- B. Library Director's Report
- C. 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
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
October 29, 2024
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Renee Dunn; Ellen Hubbell (alternate); Jeff Damren; Ann Sharfstein; Morgan Swan; Kim Rheinlander; Leonee Derr (alternate); Emma Wunsch

STAFF PRESENT: Sean Fleming (Library Director); Amy Lappin (Deputy Director, remote), Rebecca Owens (Senior Planner)

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

Chair Oscadal opened the meeting at 7:00PM.

2. Open to the Public

None at this time.

3. New Business

A. Kilton Parking Discussion

Director Fleming explained that six years ago, the Library was approached by a neighbor of Kilton regarding the possibility of eventually acquiring their property for additional parking. The Library tried to pursue right at first refusal, which it could not secure due to some legal entanglement. This is a conversation for the Library to continue to consider.

Rebecca Owens presented options in terms of potentially purchasing the property or finding room for parking elsewhere to address the problem. Parking is not usually the highest and best use for land but can be a huge issues for cities. The Library could also consider ways to encourage transit use to access the Library. Incremental changes in the community, such as a small parking area, add up over time. If the proposed parking lot is going to sit idle often, the Library should consider if it will capture the value of the proposed use versus a place that contributes to the community cultural diversity. The parcel could be purchased and used for other things, such as a multipurpose facility, or used as parking in conjunction with other uses. A formal parking study has not yet been completed and no public feedback has yet been solicited.

Director Fleming explained that City Manager Mulholland was interested in acquiring the lot for parking based on the lot sometimes being full during Upper Valley Business Alliance meetings, with people also parked along Tracy Street. Also, Lebanon is growing and with that growth, additional parking is likely needed. Ms. Owens stated that multiple data points are needed.

31
32 Director Fleming stated that staff met with the Mascoma Bank regarding parking there for larger
33 events. The Bank was asked a number of years ago about a parking agreement, but they would
34 not entertain it at the time.

35
36 Chair Oscadal stated that he does not believe there is a large need for extra parking for Kilton
37 itself, though there may be for West Lebanon as a whole. The idea of a multipurpose use of the
38 land is more attractive than parking alone.

39
40 Director Fleming explained that the project in total could likely cost around \$500,000. This
41 would lead to approximately 19 parking spaces at around \$20,000-\$25,000 per space.

42
43 The Board discussed waiting to see how the Main Street renovation changes the area.

44
45 **B. Approve the Treasurer's Report**

46
47 Ms. Dunn explained that the budget is still on track for this year. A few lines are currently above
48 budget.

49
50 ***Ms. Sharfstein MOVED to accept the Treasurer's Report, as presented. Seconded by Mr.***
51 ***Damren.***

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

53
54 **4. Approval of Minutes**

55 **A. Approve the September 24, 2024, minutes**

56
57 ***Mr. Swan MOVED to accept the meeting minutes of September 24, 2024, as amended.***
58 ***Seconded by Ms. Rheinlander.***

59
60 ***Amendments:***

61 ***Page 1, Lines 22-23: Strike "The Foundation allows 3% of their investment policy portfolio to***
62 ***be used each year to support Library operations."***

63
64 ***Page 2, Line 70: Add "Technical Services Library Assistant"***

65
66 ****Vote on the MOTION passed (7-0-0).***

67
68 **5. Other Business**

69 **A. Approve budget cuts plan**

70
71 Director Fleming explained that the City Manager recently discovered that the health insurance
72 costs are coming in higher than anticipated. These costs were budgeted at 10%, but unfortunately
73 are coming in at 18%. Also, it was recently determined that the unassigned fund balance will add
74 another 2% to the budget. It is not yet clear what these items will mean for each Department's
75 budget.

77 The Board discussed the proposed options in order to make the necessary budget cuts.

78
79 **Mr. Swan MOVED to submit Option F for the budget to City Hall. Seconded by Ms.**
80 **Sharfstein.**

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

82
83 B. Library holiday schedule

84
85 The Board discussed the Library holiday schedule. The State legislature has stated that the
86 officially approved named for holidays must be used. For Columbus Day/Indigenous Peoples'
87 Day, the name Columbus Day must be used. It was noted that there does not seem to be an
88 enforcement provision for this law. The City has stated that it will look into this after the new
89 year. Also, Columbus Day is not an issue for the City, as it is not a City holiday.

90
91 Director Fleming suggested that the Board create a subcommittee to discuss if the name should
92 be changed to conform to State law. This could be a group of five people. The Board agreed to
93 move forward with a working group on this topic.

94
95 C. Library Director's Report

96
97 Director Fleming stated that the City is not proceeding with a bike charging station in West
98 Lebanon at this time. The City will move forward with one in Lebanon as a pilot program. He
99 noted that the end projections for the Library look to be approximately \$15,000 under budget at
100 this time. He explained that City Manager Mulholland has anticipated that the Library will use its
101 reserve to help out with the heat pump project at Kilton. The City Manager also plans to use any
102 underspent funds from other departments to help cover this project. The Board would need to
103 approve use of any underspent funds for this project.

104
105 Director Fleming stated that the City Council meetings for the public to comment on the budget
106 will be on December 4th and 18th. He asked that Board members attend to speak on potential
107 budget cuts.

108
109 Director Fleming stated that the Library is \$6,500 away from the challenge match for the Byrne
110 pledge. Also, the custodial sub has put in his letter for resignation.

111
112 The Board discussed the complaint from Laurel Stavis. Chair Oscadal stated that he would draft
113 a letter in response.

114
115 **6. Future Agenda Items**

116
117 As discussed during the meeting.

118
119 **7. ADJOURNMENT:**

120
121 **Ms. Rheinlander MOVED to adjourn the meeting. Seconded by Ms. Sharfstein.**

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

123

124 **The meeting was adjourned at 8:33 PM.**

125

126 Respectfully submitted,

127 Kristan Patenaude

128 Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 10/31/2024

GL Number	Description						Available	% Bdg Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 10/31/2024	
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	617,502.45	0.00	165,007.55	78.91
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	3,990.00	0.00	(3,990.00)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	25,718.42	0.00	6,311.58	80.29
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	102,639.07	0.00	21,750.93	82.51
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	104,826.07	0.00	9,943.93	91.34
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	445.80	0.00	54.20	89.16
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730.00	0.00	9,730.00	6,534.08	0.00	3,195.92	67.15
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	64,058.79	0.00	12,201.21	84.00
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	83,424.39	0.00	22,525.61	78.74
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	5,724.66	0.00	8,045.34	41.57
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	4,022.36	0.00	667.64	85.76
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	2,000.00	50.96	0.00	1,949.04	2.55
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	11,490.00	0.00	11,490.00	14,637.02	0.00	(3,147.02)	127.39
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	1,685.38	0.00	614.62	73.28
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	1,628.20	0.00	171.80	90.46
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	17,210.00	0.00	7,290.00	70.24
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	124,151.84	10,322.31	(54,814.15)	168.81
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	7,432.40	0.00	(4,312.40)	238.22
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	11,856.37	0.00	12,623.63	48.43
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	2,205.12	0.00	304.88	87.85
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	6,643.00	0.00	457.00	93.56
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	118.80	0.00	881.20	11.88
1100-4550-0000-5800-0000	TRAVEL	19,380.00	0.00	19,380.00	12,996.02	0.00	6,383.98	67.06
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	473.02	0.00	1,526.98	23.65
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	1,632.92	0.00	1,117.08	59.38
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	23,119.35	0.00	1,880.65	92.48
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	57,549.20	0.00	34,500.80	62.52
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	845.54	0.00	2,654.46	24.16
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	55,913.50	0.00	(913.50)	101.66
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	16,761.52	0.00	25,738.48	39.44
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	1,376,291.06	10,322.31	283,126.63	82.43
Expenditures		1,669,740.00	0.00	1,669,740.00	1,376,291.06	10,322.31	283,126.63	82.43
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		1,669,740.00	0.00			10,322.31	283,126.63	
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(10,322.31)	(283,126.63)	
Current Year Exp.						10,322.31		
Prior Year Exp.						0.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of October 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	84,440.06
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	\$84,590.06
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$84,590.06
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	\$171,081.00
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	49,906.39
Total Equity	\$171,081.00
TOTAL LIABILITIES AND EQUITY	\$171,081.00

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - October, 2024

	TOTAL
Income	
City Surplus Income	24,773.68
Contributions Income	30,000.00
Interest Income -	17,297.31
Other Income	12,298.59
Total Income	\$84,369.58
GROSS PROFIT	\$84,369.58
Expenses	
Accounting/Bookkeeping Services	1,299.00
Books/Subscr/CD/DVD/Tapes	21,871.01
Community Relations	374.09
Entertainment	881.85
Miscellaneous Exp	575.47
Office/Operating Supplies	986.27
Postage/Delivery	25.25
Professional Fees	1,230.00
Programs	2,145.25
Repairs/Maintenance	5,000.00
Web Hosting/Domain Fees	75.00
Total Expenses	\$34,463.19
NET OPERATING INCOME	\$49,906.39
NET INCOME	\$49,906.39

Investment Policy Statement and Guidelines for the Lebanon Public Libraries

General

The overall portfolio should be managed in accordance with the Prudent Person rule. The definition of prudence is based on RSA 31:25-b as follows:

“a prudent investment is one which a prudent [person] would purchase for [their] own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived therefrom.” Historically, the Trustees have adopted a low risk policy with fully insured accounts.

As required by New Hampshire law, this Investment Policy will be reviewed annually.

The Investment Objective

The investment objective for this account is “Income Only.” This objective is consistent with our emphasis on current income and our desire for modest growth of principal from Appreciation.

Performance Management

The Lebanon Library Board of Trustees will meet to review their portfolio at least twice a year. As part of the review the trustees will discuss the investment objective, asset allocation, performance, diversification, and general compliance with guidelines.

Adopted by the Board of Trustees: February 25, 2003

Revised: August 28, 2007

Readopted: June 22, 2010, July 26, 2011

Revised: July 23, 2013

Readopted October 28, 2014

Revised November 24, 2015

Readopted September 27, 2016

Revised September 26, 2017, July 31, 2018

Readopted October 22, 2019; October 27, 2020, September 28, 2021, September 27, 2022, September 26, 2023

Memorandum

To: Sean Fleming, Director of Lebanon Libraries
From: Stephen M. Bennett
Date: September 26, 2024
Re: Lebanon Libraries – Lebanon City Charter Section 100

The purpose for the enactment of Section 100 of the Lebanon City Charter was “to establish, in a public document, the independent legal status of the Board of Trustees of the Lebanon Library under RSA Chapter 202-A.” Section 100-1. The section goes on to state that the Trustees “shall have all of the powers and duties set forth in RSA Chapter 202-A.” Section 100-3. RSA 202-A provides that the “library trustees shall have the entire custody and management of the public library and all of the property of the town relating thereto.” RSA 202-A:6; *Town of Littleton v. Taylor*, 138 N.H. 419, 422 (1994).

When interpreting state statute and local ordinances which deal with the same subject matter, courts will, “when reasonably possible” construe them “so they do not contradict each other, and so they will lead to reasonable results and effectuate the legislative purposes of the statute.” See *EnergyNorth Natural Gas v. City of Concord*, 164 N.H. 14, 16 (2012).” On their faces, RSA Chapter 202-A and Charter Section 100 appear consistent, each authorizing the trustees to exercise complete control over the management of the City’s library staff and real and personal properties. Charter Section 100 provides for the maintenance and support of the library. Section 100-4, 100-5. The Trustees request for

capital improvements are included in the City's CIP, to be paid for by the City. Section 100-5. The actual planning and execution of public improvements remains under the supervision of the Trustees.

There is little caselaw directly addressing RSA Chapter 202-A. In fact, only one case cites to this chapter and addresses the authority of the library trustees and status of the library. The case involved a taxpayers' challenge to a court decision finding that an individual could hold, simultaneously, the positions of town select person and town librarian. For purposes of this discussion, the court recognized that the public library is a separate entity from the town and the librarian is not a town employee. *Town of Littleton*, supra at 422-23. The court, citing to RSA Chapter 202-A, stated that the library's board of trustees is the library's governing board (not the City Council) and is "vested with the entire custody and management of the library" and those properties dedicated to library uses. *Id.*

After the enactment of City Charter Section 100, the authority and powers of the board of trustees were not diminished. City Charter Section 100 still requires the city to maintain and support the public libraries. The trustees are still responsible for the planning and execution of capital projects for the libraries. The day-to-day maintenance of the buildings and grounds may be performed by City employees pursuant to collective bargaining agreements, but the trustees still have ultimate control over the management of the library's properties. The trustees, through the director and staff, still establish the policies for the maintenance and upkeep of the libraries' properties.

Section 100 also states that it hinges on the “agreement of the Lebanon Library Board of Trustees.” Section 100-1. Should issues arise in the future about the control and custody of the libraries’ properties between the trustees and the city, it is our opinion that a court would rule that Charter Section 100 did not amend or modify the power and authority of the library trustees conferred by RSA Chapter 202-A.

Library Building and Grounds update October 2024

Issue Type	Summary	Status
Epic	One community garden bed needs to get fixed	To Do
Task	clamp and reinforce corners	To Do
Epic	Fix interior woodwork at Kilton	To Do
Task	panel is popping off of woodwork by bus stop	To Do
Task	ugly end of self-check desk needs to be fixed at Kilton	To Do
Epic	Radiator and boiler system issues at Leb	In Progress
Task	Replace valve on radiator in reading room	Done
Task	Contact Alliance to drain excess water from system	To Do
Task	Condensate drain neutralizer needed	To Do
Epic	Window is leaking by the sidewalk out front at Kilton	To Do
Task	figure out where the water is coming through and mark the spots	To Do
Epic	Plaster at bottom of stairwell is showing water damage	To Do
Task	Prevent more water infiltration	To Do
Task	Contact the state to find out if the paint has lead in it	To Do
Task	Find painter who can preserve the historic look of the paint job	To Do
Task	Find contractor to repair the plaster	To Do
Epic	Plumbing issues	To Do
Task	Replace the toilet tanks at Leb	Done
Task	Fix the sink in the Kilton patron restroom	Done
Task	Pipes under sink at Leb leaking	Done
Task	Make adjustments to the kiddie toilet in the Kilton CR	To Do
Task	Repair faucet that was torn apart in Leb basement bathroom	Done
Task	sensor in the Leb children's bathroom is not working properly	Done
Epic	Fix the compost situation at Kilton	To Do
Task	Make new bins	In Progress
Epic	Two ladders needed at Leb Library	To Do
Epic	Knoxbox issues	To Do

Task	Get one for Leb Library	To Do
Task	Contact FD to put new exterior door key in knoxbox at Kilton	To Do
Epic	Growth on the membrane roof at Kilton	To Do
Task	Contact Rodd Roofing about a maintenance program	To Do
Epic	Kilton parking lot work needs to be done	To Do
Task	Restripe	To Do
Task	Determine if we need to seal the cracks	To Do
Epic	Kilton geothermal pumps are reaching the end of their expected lives	To Do
Task	Update the quote for 2025 budget year	To Do
Task	Work with a consultant on an RFP	In Progress
Epic	Problems with lighting controls at Kilton	In Progress
Task	Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on.	In Progress
Task	The lights sometimes will not come on/stay on in the patron areas	In Progress
Task	determine cost for upgrading lighting to LED, improving the entire lighting controls system	Done
Task	Work with KT&T on an estimate	Done
Epic	Vermont Life Safety found issues to address	To Do
Task	Contact Mammoth to add soft key to disable doors during VLS testing, so doors don't drop	To Do
Task	Kilton FACP LCD readout screen is glitching	To Do
Task	Kilton Could not activate duct smokes #9 & #10 via remote magnet test.	To Do
Task	Kilton System due for 5yr internal inspection	To Do
Epic	Conduit outside the Tech Services entrance at Kilton is inadequately sealed	To Do
Epic	Repair the floor machine	To Do
Task	Sell the old one	In Progress
Task	Purchase a new one	To Do
Epic	Fix the AV system in the Kilton Community Room	In Progress
Task	Contact AV companies	Done
Task	Fundraise the money	To Do
Epic	HVAC issues at Leb	To Do
Task	No filter in the unit in the ceiling above the CR desk	In Progress

Task	Order filters for the air handling unit in the boiler room, replace every three months	To Do
Task	Amy's office not showing data	Done
Task	Need a buffer between heating/cooling lockout	Done
Task	Boiler sometimes runs when all thermostats are set to cool	Done
Task	Activate auto mode on thermostats	Done
Task	Heat in Damren room not keeping up with set point	To Do
Epic	HVAC issues at Kilton	To Do
Task	Check to make sure the propane boiler is ready to run next winter	Done
Task	Heat pump #2 reversing valve needs to be replaced	To Do
Task	Rebates available for the heat pump hot water heater?	Done
Task	Install a redundant mini split system for the Kilton lan room	To Do
Task	Reduce the amount of outside air coming into the building once the new controls are working	To Do
Epic	Fix the sharp spot on the stair rail at Leb that gashed open Celeste's hand	To Do
Task	Install cove for edge	To Do
Epic	Replace the main runner on the 1st floor Lebanon Library	To Do
Epic	Door issues	To Do
Task	Replace the community room doors	To Do
Task	One of the swinging door by the front foyer at Leb is sticking open	In Progress
Task	Replace the coffee bar door	To Do
Task	Put a door back on the right hand side restroom at Kilton which can lock	In Progress
Task	Emergency exit door by bump out at Kilton is rusting	To Do
Epic	Electrical issues	To Do
Task	Put lights outside of the Leb CR entrance on a daylight sensor	Done
Task	Foyer lights at Leb tripping breaker	Done
Task	Remove electrical from the coffee bar dor	Done
Task	Lights under the dome at Leb Library won't stay on	Done
Task	Redo wiring for the lights on the front steps at Lebanon Library	To Do

Epic	Kilton carpet needs to be cleaned	To Do
Task	Ken will find a co. and contact	To Do
Epic	Replace bulbs in Amy's office with warmer bulbs	To Do
Epic	Issues with the fire doors at Leb	To Do
Task	Cap the sharp ends of wires on the key releases above the ceiling panels	To Do
Task	Can we replace the system that is so hard to reset? Why can't these doors go back up like the others?	To Do
Task	Make sure the fire shutters are unobstructed	To Do
Task	Check with Jeff Libbey to see if we need these fire doors	To Do
Epic	Replace the gas powered blower at Kilton	To Do
Epic	Replace the ceiling tiles in Amy's office	To Do
Task	Contact Brad about what product was used	Done