



**LEBANON LIBRARY BOARD OF TRUSTEES
FEBRUARY 25, 2025 - 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. Public hearing

- A. Public hearing to accept a \$30,000 gift from the Lebanon Public Libraries Foundation for books and other circulating materials

4. Approval of Minutes

- A. Approve the January 28, 2025 minutes

5. New Business

- A. Approve the Treasurer's Report
- B. Update the Library Appendix to the City Handbook

6. Committee Reports

7. Other Business

- A. Library Director's Report
- B. Deputy Library Director's Report
- C. 2025 staff development and travel budget update
- D. Casino funding

8. Future Agenda Items

9. Non-Public Session

10. 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 Conference Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
January 28, 2025
7:00 PM**

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

MEMBERS ABSENT: Ellen Hubbell (alternate); Kim Rheinlander

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

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

Chair Oscadal opened the meeting at 7:00PM.

2. Public hearing to accept \$50,000 gift from the Lebanon Public Libraries Foundation

A. Vote to accept funds for the Kilton Library Community Room AV Project

Mr. Swan MOVED to accept \$50,000 from the Lebanon Public Libraries Foundation.

Seconded by Ms. Wunsch.

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

3. Open to the Public

None at this time.

4. Approval of Minutes

A. Approve the November 26, 2024, minutes

Ms. Sharfstein MOVED to accept the meeting minutes of November 26, 2024, as amended.

Seconded by Mr. Damren.

Amendments:

Page 1, Line 12: Change “Mr. Swan,” to “Mr. Damren”

Page 3, Line 111: Change “City Manager’s” to “Library Director’s”

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

5. New Business

A. Approve the Treasurer's Report

Ms. Dunn reviewed the Treasurer's Report. The Library ended the year \$35,000 under budget. It had been indicated to the City Manager that the Library will be able to contribute \$15,000 to the heat pump project. The additional excess funds will likely go back to the City. Director Fleming stated that the Library could consider asking to keep some of the funding. There was agreement to make the request.

Ms. Dunn stated that the city approved the 2025 budget at approximately an 8% increase. This will still lead to approximately \$113,000 in cuts for the Library. The cuts will mostly be coming from wages, but also from the electricity, Wi-Fi hotspots, and furniture replacements lines.

Mr. Damren MOVED to accept the Treasurer's Report. Seconded by Ms. Wunsch.
***Vote on the MOTION passed (7-0-0).**

B. 2025 City and Special Funds Budget Discussion

Director Fleming explained that there looks to be a lot more income than expenses in 2025. This is mostly due to the fact that costs for the recently accepted AV system were in late 2024. The Library received a \$50,000 gift for the AV system from the Foundation in January. Also, there was a local nonprofit that dissolved and gave approximately \$10,000 to the Foundation. The nonprofit would like for this money to fund the hygiene kits that the Library provides. This funding is to be spread over ten years. The budget for outreach also increased.

Ms. Derr MOVED to accept investing the \$10,000. Seconded by Ms. Sharfstein.
***Vote on the MOTION passed (7-0-0).**

Director Fleming explained that the Special Funds budget comes from fees and Foundation funds. There is also funding that comes from the Trustee of the Trust Funds. The Library has no control over this funding but does benefit from it.

There was discussion regarding the budget for Staff travel and development.

C. Approve the updated holiday designations in the Library Appendix to the City Handbook

The Board reviewed the list of updated holiday designations.

Ms. Sharfstein MOVED to accept the list of holidays as presented. Seconded by Ms. Wunsch.
***Vote on the MOTION passed (7-0-0).**

6. Committee Reports

Ms. Derr gave a report from the Foundation.

7. Other Business

A. Library Director's Report

Director Fleming explained that the filing period for Trustees and all municipal positions began this morning and runs through Tuesday, February 11th at 5:00 PM. He noted that the Library Foundation had a good year last year. The new AV system is working well. He explained that he spoke to a representative at Mascoma Bank and came to an agreement regarding the ability for staff to park in the Bank's parking lot at certain days/times. He asked if parking at the Bank for staff should be mandatory or optional. The Board agreed that it should be presented as an opportunity to staff, with frequent reminders.

B. Deputy Library Director's Report

The Board reviewed the Deputy Library Director's report.

C. Strategic Planning Update

The Board reviewed the Strategic Plan.

8. Future Agenda Items

As discussed during the meeting, and with a suggestion to consider revisiting accepting money from the casino.

Mr. Swan noted that he would be stepping down from the Board.

Ms. Derr noted that she would like to receive emails through the Lebanon Library email address, instead of through her personal address.

9. Non-Public Session

***Ms. Wunsch MOVED to enter Non-Public Session at 8:17PM. Seconded by Ms. Sharfstein.
*Vote on the MOTION passed (7-0-0).***

The Board reentered Open Session at 8:53PM.

***Ms. Wunsch MOVED to seal the meeting minutes of the Non-Public Session. Seconded by Ms. Sharfstein.
*Vote on the MOTION passed (7-0-0).***

The Board discussed the open alternate position on the Board and the two interested candidates. There will likely be another alternate position open come March. There was agreement to ask both candidates to fill out the paperwork at this time.

10. Adjournment:

***Ms. Wunsch MOVED to adjourn the meeting. Seconded by Ms. Sharfstein.
*Vote on the MOTION passed (7-0-0).***

122

123 **The meeting was adjourned at 8:57 PM.**

124

125 Respectfully submitted,

126 Kristan Patenaude

127 Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 01/31/2025

GL Number	Description						Available Balance	% Bdg Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	01/31/2025	
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	740,180.00	0.00	740,180.00	55,761.70	0.00	684,418.30	7.53
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	33,960.00	0.00	33,960.00	2,618.27	0.00	31,341.73	7.71
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	131,220.00	0.00	131,220.00	10,104.29	0.00	121,115.71	7.70
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	127,200.00	0.00	127,200.00	9,703.20	0.00	117,496.80	7.63
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	299.47	0.00	200.53	59.89
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,350.00	0.00	9,350.00	0.00	0.00	9,350.00	0.00
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	79,050.00	0.00	79,050.00	5,852.38	0.00	73,197.62	7.40
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	96,970.00	0.00	96,970.00	7,585.07	0.00	89,384.93	7.82
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	9,650.00	0.00	9,650.00	340.00	0.00	9,310.00	3.52
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	5,070.00	0.00	5,070.00	403.40	0.00	4,666.60	7.96
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	12,940.00	0.00	12,940.00	6,354.99	0.00	6,585.01	49.11
1100-4550-0000-4110-0000	WATER	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
1100-4550-0000-4120-0000	SEWER	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00	0.00
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	26,000.00	0.00	26,000.00	420.00	0.00	25,580.00	1.62
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	88,420.00	0.00	88,420.00	122,895.40	0.00	(34,475.40)	138.99
	2024					122,836.00		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	7,270.00	0.00	7,270.00	367.35	0.00	6,902.65	5.05
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,600.00	0.00	24,600.00	0.00	0.00	24,600.00	0.00
1100-4550-0000-5300-0000	COMMUNICATIONS	2,780.00	0.00	2,780.00	0.00	0.00	2,780.00	0.00
1100-4550-0000-5335-0000	INFORMATION ACCESS	6,300.00	0.00	6,300.00	0.00	0.00	6,300.00	0.00
1100-4550-0000-5400-0000	ADVERTISING	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
1100-4550-0000-5800-0000	TRAVEL	17,730.00	0.00	17,730.00	3.00	0.00	17,727.00	0.02
1100-4550-0000-5875-0000	MILEAGE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00
1100-4550-0000-6000-0000	OFFICE SUPPLIES	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
1100-4550-0000-6100-0000	GENERAL SUPPLIES	28,500.00	0.00	28,500.00	1,094.73	0.00	27,405.27	3.84
1100-4550-0000-6220-0000	ELECTRICITY	83,770.00	0.00	83,770.00	10,143.85	0.00	73,626.15	12.11
1100-4550-0000-6230-0000	BOTTLED GAS	1,620.00	0.00	1,620.00	992.94	0.00	627.06	61.29
1100-4550-0000-6240-0000	FUEL OIL	1,890.00	0.00	1,890.00	267.82	0.00	1,622.18	14.17
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	60,000.00	0.00	60,000.00	6,129.06	0.00	53,870.94	10.22
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	33,560.00	0.00	33,560.00	51.06	0.00	33,508.94	0.15
Total Dept 4550-0000 - LIBRARY		1,642,330.00	0.00	1,642,330.00	241,387.98	122,836.00	1,400,942.02	7.22
Expenditures		1,642,330.00	0.00	1,642,330.00	241,387.98	122,836.00	1,400,942.02	7.22
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		1,642,330.00	0.00			122,836.00	1,400,942.02	
NET OF REVENUES & EXPENDITURES:		(1,642,330.00)	0.00			(122,836.00)	(1,400,942.02)	
Current Year Exp.						0.00		
Prior Year Exp.						122,836.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of January 31, 2025

	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	80,878.26
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	\$81,028.26
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$81,028.26
Other Assets	
Long Term Assets- Other	
MSB IntraFi Savings acct 114	86,942.46
Savings Account MSB 5568114	100.00
Total Long Term Assets- Other	87,042.46
Total Other Assets	\$87,042.46
TOTAL ASSETS	\$168,070.72
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	110,556.28
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	57,514.44
Total Equity	\$168,070.72
TOTAL LIABILITIES AND EQUITY	\$168,070.72

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January 2025

	TOTAL
Income	
Contributions Income	50,000.00
Interest Income -	10,518.32
Other Income	2,047.73
Total Income	\$62,566.05
GROSS PROFIT	\$62,566.05
Expenses	
Art/Framing	559.52
Books/Subscr/CD/DVD/Tapes	420.93
Community Relations	95.00
Entertainment	170.03
Miscellaneous Exp	662.33
Office/Operating Supplies	510.57
Postage/Delivery	43.23
Repairs/Maintenance	2,576.00
Web Hosting/Domain Fees	14.00
Total Expenses	\$5,051.61
NET OPERATING INCOME	\$57,514.44
NET INCOME	\$57,514.44

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~~ [All](#) 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
- Washington's Birthday (popularly known as Presidents' Day)
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- 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

Library Custodial Subs and Library Clerk I & II positions will be eligible for holiday pay when they work a regular shift for at least six consecutive months. A regular shift will be defined as one in which the individual works that day/time at least seventy-five percent of the time when the library is open.

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, February 27, 2024,
March 26, 2024, July 23, 2024, January 28, 2025

Library Building and Grounds Issues		
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	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	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 liv	To Do
Task	Update the quote for 2025 budget year	Done
Task	Work with a consultant on an RFP	Done
Task	Schedule the work	To Do
Epic	Problems with lighting at Kilton	In Progress
Task	Eliminate the delay that occurs between flipping the switch on all c	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	Done
Task	Work with KT&T on an estimate	Done
Task	Find a co. to replace the high bays, eliminate the blinking light phe	To Do
Epic	Vermont Life Safety found issues to address	To Do
Task	Contact Mammoth to add soft key to disable doors during VLS tes	To Do
Task	Kilton FACP LCD readout screen is glitching	To Do
Task	Kilton Could not activate duct smokes #9 & #10 via remote magne	To Do
Task	Kilton System due for 5yr internal inspection	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 eve	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	Done
Task	Condensate drains sometimes plug up and leak	In Progress
Task	Install a damper on the pipe in the boiler room	To Do
Task	Seal the front of the boiler to prevent further corrosion	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	Done
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	To Do
Task	Get a thermostat for the ERU in the supply closet off the staff room	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	Done
Task	Replace the coffee bar door	To Do
Task	Put a door back on the right hand side restroom at Kilton which ca	Done
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	Redo wiring for the lights on the front steps at Lebanon Library	To Do
Task	Lights under the dome at Leb Library won't stay on	Done
Task	Install a four plug outlet by the Leb front desk where there are curr	To Do
Task	Fix the outlet issue by the screen in the YA room at Kilton	To Do
Task	Install new floor outlet hardware in the Community Room	To Do
Epic	Kilton carpet needs to be cleaned	To Do
Task	Ken will find a co. and contact	To Do
Epic	Find out if the fixtures in Amy's office are adjustable in the color of	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	To Do
Task	Can we replace the system that is so hard to reset? Why can't the	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	Fix issues with the membrane roofs both libraries	To Do
Epic	Roof work needs to be done at both libraries	To Do
Task	Patch membrane roof at Kilton	To Do
Task	Patch membrane roof on addition at Leb if possible	To Do
Task	Replace membrane roof on original part of building at Leb	To Do
Task	Replace membrane roof on addition at Leb	To Do
Task	Repair slate on original part of building at Leb	To Do
Epic	HVAC controls issues	To Do
Task	Alarms not being received	To Do
Task	Kilton controls did not meet the metrics we contracted for	To Do
Epic	Access panel in Leb downstairs bathroom needs to be fixed	To Do
Epic	Check on storm windows at Leb	To Do
Epic	Replace chicken wire in conference room with plexiglass	To Do
Epic	Bat proof Leb Library	To Do