



LEBANON LIBRARY BOARD OF TRUSTEES
APRIL 22, 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. Acceptance of Gifts

3. 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.

4. Approval of Minutes

A. Approve the March 25, 2025 library board minutes

5. New Business

- A. Approve the Treasurer's Report
- B. City of Lebanon unionization drive
- C. Bulletin board policy update
- D. Asset management policy update

6. Committee Reports

A. Focus of foundation fundraising

7. Other Business

- A. Library Director's Report
- B. Deputy Library Director's Report
- C. Casino funding update

8. Future Agenda Items

9. Non-Public Session

- A. Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a) "The dismissal, promotion, or compensation of any public employee..."

10. Adjournment

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do

Lebanon Library Board of Trustees Agenda
April 22, 2025

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
March 25, 2025
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Ellen Hubbell; Ann Sharfstein; Emma Wunsch; Renee Dunn; Jeff Damren; Leonee Derr (alternate); Kim Rheinlander; Adam Ali (future alternate); Samantha Milnes (alternate)

MEMBERS ABSENT:

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.

2. Open to the Public

None at this time.

3. Acceptance of Gifts

A. Approve acceptance of a \$2,000 gift for programming and a \$1,000 gift for necessities for people in need

Ms. Sharfstein MOVED to accept the \$2,000 gift for programming and a \$1,000 gift for necessities for people in need. Seconded by Mr. Damren.

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

4. Approval of Minutes

A. Approve the February 25, 2025, minutes

Mr. Damren MOVED to accept the meeting minutes of February 25, 2025, as amended. Seconded by Ms. Rheinlander.

Amendments:

Page 2, Line 35: Change to “\$100” to “\$300-\$400”

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

5. New Business

A. Approve the Treasurer's Report

Ms. Dunn reviewed the Treasurer's Report. She noted that certain budget line items are higher at this point, such as capital improvement items. There was approximately \$1,500 extra toward capital improvements and \$1,600 toward office supplies. Also, \$30,000 was received from the Trustees from the annual appeal.

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

B. Officer elections

***Mr. Damren MOVED to nominate Fran Oscadal as Chair; Renee Dunn as Treasurer; and Ann Sharfstein as Secretary of the Library Board of Trustees. Seconded by Ms. Hubbell.
*Vote on the MOTION passed (7-0-0).***

6. Committee Reports

None at this time.

7. Other Business

A. Library Director's Report

Director Fleming stated that the City manager has resigned. His last day will be May 30th. Director Fleming noted that there are many bills in the legislature regarding libraries this year that everyone should be paying attention to.

The Board discussed that it would respond to a complaint from Mr. Jeffrey Halpin and copy City Manager Mulholland.

B. Deputy Library Director's Report

Deputy Director Lappin presented her report.

C. Diversity audit update

Deputy Director Lappin stated that she has been looking into a diversity audit. There was agreement to move forward with an ALA audit. This comes without a cost to the Library.

D. Casino funds discussion

It was noted that the Foundation is open to learning more about this item and further considering it. The Foundation will not hold up the Trustees if it would like to explore this option further. Five of the seven Trustees were interested in asking the Foundation to investigate this item.

E. Asset management policy

Staff agreed to draft an Asset Management Policy for further review at a future meeting.

F. Professional Development Policy approval

The Board reviewed the Professional Development Policy.

Ms. Wunsch MOVED to approve the Professional Development Policy, as amended. Seconded by Ms. Sharfstein.

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

8. Future Agenda Items

Ms. Derr noted that the erite-up of incident reports should be non-biased without adjectives. Deputy Director Lappin stated that this was expressed to Staff.

Mr. Damren stated that he would like to see a staff organizational chart for the Library, along with a list of performance indicators for the Library.

9. Non-Public Session

A. Non-Public Session in accordance with the provisions of RSA 91- A:3, II(a) "The dismissal, promotion, or compensation of any public employee..."

Mr. Swan MOVED to enter Non-Public Session at 8:30PM in accordance with the provisions of RSA 91- A:3, II(a) "The dismissal, promotion, or compensation of any public employee..." Seconded by Ms. Derr.

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

The Board resumed Open Session at 8:58PM.

Ms. Hubbell MOVED to seal the Non-Public Session meeting minutes. Seconded by Ms. Wunsch.

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

10. Adjournment:

Ms. Wunsch MOVED to adjourn the meeting. Seconded by Ms. Rheinlander.

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

The meeting was adjourned at 8:59 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary

Profit and Loss

Lebanon Public Libraries Trustee Accounts

January 1-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Contributions Income	80,000.00
Interest Income -	10,931.26
Other Income	4,487.89
Total for Income	\$95,419.15
Cost of Goods Sold	
Gross Profit	\$95,419.15
Expenses	
Art/Framing	559.52
Books/Subscr/CD/DVD/Tapes	634.86
Capital Improvements -	1,482.14
Community Relations	95.00
Entertainment	170.03
Miscellaneous Exp	692.28
Office/Operating Supplies	2,119.83
Postage/Delivery	43.23
Programs	64.27
Repairs/Maintenance	2,576.00
Web Hosting/Domain Fees	14.00
Total for Expenses	\$8,451.16
Net Operating Income	\$86,967.99
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$86,967.99

Balance Sheet

Lebanon Public Libraries Trustee Accounts

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	
Citizens Bank - Charter Trust	
Ckbk MSB #926522757	
Main MSB Checking Acct 773	29,918.87
Petty Cash - Lebanon	75.00
Petty Cash - West Lebanon	75.00
Salomon Smith Barney (deleted)	0
CD-Budget Carryovr 6.5% 2/23/01	
CD Lane Dwinell 6.5% 2/23/01	
SSB Money Funds Cash Port A	
Total for Salomon Smith Barney (deleted)	0
Total for Bank Accounts	\$30,068.87
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	
Total for Other Current Assets	0
Total for Current Assets	\$30,068.87
Fixed Assets	
Other Assets	
Long Term Assets- Other	0
MSB IntraFi Savings acct 114	167,355.39
Savings Account MSB 5568114	100.01
Total for Long Term Assets- Other	\$167,455.40
Total for Other Assets	\$167,455.40
Total for Assets	\$197,524.27
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
Total for Accounts Payable	0
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	0
Long-term Liabilities	
Total for Liabilities	0

Balance Sheet

Lebanon Public Libraries Trustee Accounts

As of March 31, 2025

DISTRIBUTION ACCOUNT		TOTAL
Equity		
Net Assets		110,556.28
Net Income		86,967.99
Opening Bal Equity		
Unrealized Gain / Loss		
Total for Equity		\$197,524.27
Total for Liabilities and Equity		\$197,524.27

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 03/31/2024

GL Number	Description							Available	% Bdgt Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 03/31/2024		
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	203,504.84	0.00	579,005.16		26.01
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	2,155.00	0.00	(2,155.00)		100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	7,541.35	0.00	24,488.65		23.54
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	31,226.91	0.00	93,163.09		25.10
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	23,755.94	0.00	91,014.06		20.70
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	1,504.58	0.00	8,225.42		15.46
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	19,978.85	0.00	56,281.15		26.20
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	27,535.41	0.00	78,414.59		25.99
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	4,167.00	0.00	9,603.00		30.26
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	1,211.44	0.00	3,478.56		25.83
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	8,946.42	0.00	2,543.58		77.86
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	4,880.00	0.00	19,620.00		19.92
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	14,519.88	32,522.31	32,617.81		59.05
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	1,395.22	0.00	1,724.78		44.72
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	2,393.86	0.00	22,086.14		9.78
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	661.53	0.00	1,848.47		26.36
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	1,838.00	0.00	5,262.00		25.89
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	5,635.63	0.00	13,744.37		29.08
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	80.40	0.00	1,919.60		4.02
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	442.07	0.00	2,307.93		16.08
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	5,358.04	0.00	19,641.96		21.43
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	28,419.16	0.00	63,630.84		30.87
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	29,171.81	0.00	25,828.19		53.04
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	1,443.95	0.00	41,056.05		3.40
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	430,011.87	32,522.31	1,207,205.82		25.75
Expenditures		1,669,740.00	0.00	1,669,740.00	430,011.87	32,522.31	1,207,205.82		25.75
Fund 1100 - GENERAL FUND:									
TOTAL REVENUES		0.00	0.00			0.00	0.00		0.00
TOTAL EXPENDITURES		1,669,740.00	0.00			32,522.31	1,207,205.82		25.75
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(32,522.31)	(1,207,205.82)		
Current Year Exp.						32,522.31			
Prior Year Exp.						0.00			

Lebanon Libraries Bulletin Board Policy

Bulletin boards in the libraries' foyers are used for the posting of local community events announcements, and city and municipal postings. Bulletin boards within the libraries are for library related postings only. This policy also pertains to literature & flyers distributed on counters and in display racks in other areas of the library.

1. One bulletin board in the lobby in both libraries is designated for City of Lebanon postings only.
2. Community events postings will be allowed for four weeks maximum.
3. Postings for community events must have a neat appearance; edges not torn or frayed, message in good penmanship or print. Preference will be given to posters/announcements that are 8 ½" x 11" or smaller. Larger signs are posted space permitting. Preference is given to events less than 3 weeks from the date of the event.
4. Events announcements must be from non-profit organizations and must be for educational, cultural, intellectual or charitable activities. Priority is given to events in the Upper Valley, but groups meeting all other criteria will be considered on a space available basis.
5. Sponsors of the events must be non-profit organizations, or proceeds must go to a non-profit organization. Exceptions may be made for flyers from local bookstores promoting author visits and notices of lost neighborhood pets or other events at the director's discretion.
6. Announcements of political forums may be posted. Handouts representing all candidates, such as those prepared by the League of Women Voters may be distributed. Handouts and posters about individual candidates or campaigns will not be accepted. Materials supporting or opposing any current or pending ballot measure will not be posted. Official election information including sample ballots may be made available.
7. The library reserves the right to rotate all announcements in order to provide an equitable amount of time and space for each announcement.
8. The library does not advocate or endorse the activities of any individual or group posting announcements.
9. All items on the library bulletin boards are at the discretion of the library and may be removed at any time and for any reason.

Approved by the Board of Trustees April 6th, 2012; Revised Sept. 27, 2016

April library buildings and grounds update

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 lives	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 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
Task	Find a co. to replace the high bays, eliminate the blinking light phenomenon in the Teen Room	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	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	Done
Task	Condensate drains sometimes plug up and leak	In Progress
Task	Install a damper on the pipe in the boiler room	Done
Task	Seal the front of the boiler to prevent further corrosion	Done
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	Replace mini split system in the Kilton lan room	In Progress
Task	Reduce the amount of outside air coming into the building once the new controls are working	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	In Progress
Task	One of the swinging door by the front foyer at Leb is sticking open	Done
Task	Replace the coffee bar door	In Progress
Task	Put a door back on the right hand side restroom at Kilton which can lock	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	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 the light	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	Done
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	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 and rodent proof Leb Library	To Do
Epic	Drywall on south end of Kilton in CR is splitting apart	To Do