



**LEBANON LIBRARY BOARD OF TRUSTEES
MAY 25, 2021 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve April 27, 2021 minutes
 - 3. New Business**
 - A. Approve Financial Report
 - B. Recommend appointment of Tina Van Kley as Alternate Trustee
 - C. 2022 budget priorities discussion
 - D. Acceptance of gifts
 - 4. Committee Reports**
 - A. Facilities committee update
 - B. Library foundation update
 - 5. Other Business**
 - A. Director's report
 - B. 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, April 27th, 2021
7:00 PM

MEMBERS PRESENT: Francis Oscadal (Chair), Michael J. Stebbins (Treasurer), Morgan Swan, Ann Sharfstein, Susan Weber Valiante (Secretary), Emma Wunsch, Donna Hartford (Alt.), Laura Barrett

MEMBERS ABSENT: None

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

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

- Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A "Right to Know" requirements.

2. **APPROVAL OF MINUTES:** March 23rd, 2021

Ms. Sharfstein MOVED to approve the March 23rd, 2021 Minutes as presented in the April 27th, 2021 agenda packet.

Seconded by Ms. Valiante.

Roll Call Vote:

Francis Oscadal, Morgan Swan, Ann Sharfstein, Emma Wunsch, Laura Barrett, Susan Weber Valiante, and Michael Stebbins all voting Yea.

None voted Nay.

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

3. **NEW BUSINESS:**

A. Approve Financial Report: Treasurer Stebbins gave the financial report. Treasurer Stebbins explained that the City fund was below budget in the full and part time wage area. This is due to positions not being filled. The City Budget Carry Over from last year was approximately just under \$17,000.00 which helped with the \$28,000.00 deficit down to around \$13,000.00. Book buying continues to be under budget.

A MOTION was made by Mr. Swan to approve the Financial Report as presented.

Seconded by Ms. Wunsch.

Roll Call Vote:

Francis Oscadal, Susan Weber Valiante, Michael Stebbins, Ann Sharfstein, Emma Wunsch, Laura Barrett, and Morgan Swan all voting Yea.

None voted Nay.

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

B. Approve Change of Signatories to the Mascoma Bank Account: Director Fleming explained the need to have the signers on the Mascoma Bank account changed due to Mr. Taylor's leaving the Library Board of Trustees. He explained they would like to remove Mr. Taylor and add Mr. Stebbins who is the new Treasurer for the Library Board of Trustees. Once this is done the signatories on the account would be Francis Oscadal, Michael Stebbins, Sean Fleming, and Amy Lappin.

A MOTION was made by Ms. Valiante to approve the change in signatories to the Mascoma Bank account presented.

Seconded by Ms. Sharfstein.

Roll Call Vote:

Francis Oscadal, Susan Weber Valiante, Michael Stebbins, Ann Sharfstein, Emma Wunsch, Laura Barrett, and Morgan Swan all voting Yea.

None voted Nay.

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

C. Gifts Report: Director Fleming told the Board that the Library Foundation gifted \$170,000.00 to the Library Board of Trustees to go toward the Lebanon Library Renovation.

4. COMMITTEE REPORTS:

Director Fleming gave a Facility Committee report. He said the renovations on the Lebanon Library were ahead of schedule. That could change due to supply chain issues that could happen this summer. So far, the renovations have not used much money in the contingency fund. The only thing spent from it so far was to sand blast the brick wall in the meeting room in the Lebanon Library.

The restroom renovation at the Kilton Library should be done by the end of May.

5. OTHER BUSINESS:

A. Approve Update to Staff and Service Transition Plan: Director Fleming explained that the Transition Plan allowed, with unanimous approval by the Management Team and Library Board Chair, moving forward in the Transition Plan. The outdoor Tech Lab will be opening back up, next Monday, May 3rd, 2021. The staff expects to go to Phase 4, with the indoor Library being opened in a limited capacity, on June 14th, 2021. When that takes place, the outdoor Library will end. Director Fleming said that with the indoor Library being opened they would not have enough staff for the outside Library.

Ms. Wunsch said she would like to see some sort of outdoor Library still take place for people who are still cautious about being inside the building with other people. Deputy-Director Lappin said the Library would still be providing contact-less pick-up for those who do not feel comfortable coming inside the building. She said they could investigate keeping the outdoor Library open in some limited form.

Ms. Sharfstein said she agreed with Ms. Wunsch and thought it would be nice to offer some outside Library time. Director Fleming said that maybe they could hire some subs to operate the outdoor Library. Chair Oscadal said he thought the Board should let the Library Management Team decide on whether the outside Library would still be needed once the inside was re-opened.

B. Director's Report: Director Fleming explained that they had a guest present, Ms. Tina Van Kley, who was interested in becoming a Library Board Trustee alternate. Ms. Barrett explained that Ms. Van Kley was a writing professor at Dartmouth College and after they had spoken a few times at the Dartmouth Library, was interested in the Library Board of Trustees. Ms. Van Kley asked how one went about becoming an alternate? Chair Oscadal explained the process. Ms. Van Kley said she would think about the alternate position.

Director Fleming said that the Alternate Work Policy was on his calendar for review with the Board. He said because of Covid it was too difficult to judge how the policy was working. He put it on his calendar for review next year.

Director Fleming said that Mr. Doug Whittlesey has been approved by the Selectboard as the new Library Board of Trustees Alternate.

Director Fleming also asked if they could move the next Library Board meeting from July 27th, 2021 to July 20th, 2021 to go over next year's budget. Ms. Sharfstein said she would be out of town that day but may be able to appear remotely. Ms. Hartford said she would be at a CCBD Board meeting.

C. Deputy Director's Report: Deputy Director Lappin reported that the Library has filled the Technical Assistant position. They have hired Beatrice Couser, from the Hooksett Public Library and had also worked for the Merrimack Public Library. She will start on May 3rd, 2021.

Deputy Director Lappin said the Library has purchased the Currier Museum of Art passes again to be used by the patrons of the Library.

Ms. Valiante asked for more details on the Library re-opening plan. She asked how many people would be allowed in the Library at one time? Director Fleming said he was not sure yet, but he thought the number would be set at 10 including staff, so approximately 6 or 7 members of the public would be allowed in at a time. He said only the Community Room and Hallway would be opened to start with.

Ms. Barrett asked if there would be a time limit for how long each patron could be in the Library? Director Fleming said it would be by appointment and Deputy Director Lappin said they would be allowed in for 30 minutes at a time.

Chair Oscadal asked Director Fleming if he was still thinking of splitting his office into two offices? Director Fleming said he was. Chair Oscadal asked if the hours at the Library still needed to be cut? Deputy Fleming said he was proposing to not have the same number of hours at both Libraries or the times the Library is open to be the same as each other.

6. ADJOURNMENT:

***A MOTION was made by Ms. Sharfstein to adjourn the meeting at 7:56 PM.
The MOTION was seconded by Mr. Swan.***

Roll Call Vote:

**Francis Oscadal, Morgan Swan, Susan Weber Valiante, Laura Barrett, Ann Sharfstein, Emma Wunsch, and Michael Stebbins all voting Yea.
None voted Nay.**

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

Respectfully submitted,
Barbara Higgins
Recording Secretary

City funds expended as of April 2021

Account	Description	Budget	YTD	Balance	% Used
01-1100	FULL-TIME WAGES	565,060	168,310	396,750	30%
01-1200	PART-TIME WAGES	236,670	49,662	187,008	21%
01-1201	PART-TIME WAGES:CUSTODIAL	85,230	28,735	56,495	34%
01-2100	LIFE/DISABILITY INSURANCE	7,210	1,633	5,577	23%
01-2200	FICA & MEDICARE	66,850	18,705	48,145	28%
01-2301	RETIREMENT:MUNICIPAL	71,310	17,970	53,340	25%
01-2600	WORKERS' COMPENSATION	3,160	945	2,215	30%
01-3300	OTHER PROFESSIONAL SERVICES	0	2,031	-2,031	#DIV/0!
01-4300	REPAIR/MAINT SERVICES	8,700	6,244	2,456	72%
01-4420	RENTAL:EQUIPMENT/VEHICLES	2,050	687	1,363	34%
01-5300	TELE/COMMUNICATIONS SYSTEM	9,280	3,681	5,599	40%
01-5400	ADVERTISING	1,000	0	1,000	0%
01-5600	DUES/MEMBERSHIPS	1,080	678	402	63%
01-5850	STAFF DEVELOPMENT	5,560	265	5,295	5%
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	1,450	4,550	24%
02-4110	WATER	2,000	372	1,628	19%
02-4120	SEWER	2,000	196	1,804	10%
02-4300	REPAIR/MAINT SERVICES	47,110	20,652	26,459	44%
02-6150	SMALL TOOLS/EQUIPMENT	31,500	2,165	29,335	7%
02-6220	ELECTRICITY	40,000	13,671	26,329	34%
02-6230	BOTTLED GAS	1,120	1,197	-77	107%
02-6240	FUEL OIL	5,860	1,928	3,932	33%
02-6300	MAINT MATERIALS	10,000	1,944	8,056	19%
04-5900	OTHER PURCHASED SERVICES	8,500	2,063	6,437	24%
04-6100	GENERAL OPERATING SUPPLIES	6,000	609	5,391	10%
04-6120	LIBRARY BOOKS/SUBSCRIPTIONS	27,500	20,319	7,181	74%
04-6200	OFFICE SUPPLIES	6,000	221	5,779	4%
		\$1,259,960	\$366,334	\$893,626	29%
			4 months out of 12		33%

Staff Budget Priorities for 2022

Top priorities:

- Cell phones for staff who need them for programming, no phone/data plans; laptops for PT staff - we can acquire these devices in 2021, but build this into the budget
- Children's Library Assistant position to full time
- Oven in Kilton to replace the four burner stove top unit we currently have in place
- Significant book selectors budget increase, back to budgeted 2020 level
- Get professional development lines back to budgeted 2020 levels

Other items on the list:

- Developing Mobile Media Carts (staff will find out what the cost would be)
- Soundproofing Amys office and Tutorial Room at Kilton. Reorganize office space
- Hire people to do more programming. (art, yoga, coding, tech ed., etc.) \$2,000
- Moving after school snacks (\$500) to programming
- YA Puzzles and games \$400
- J activity table in Leb \$300
- Outdoor pizza oven
- LTA to full time
- Garden bed berm transformation
- Outdoor furniture
- Solar charging stations
- Fix front book drop
- Garden maintenance? How does that happen?
- Water bottle filling fountains for Kiltions!
- Media software
- Reservation system 2021
- Bike mobile! Bookmobile!
- Seed catalog library, bee hives
- Library swag online store
- Replace heavy doors for the community room

May staff highlights

Nikki Rheame, Teen Librarian

Since September 2020 teens have been able to subscribe to a monthly book subscription service, in which they get a personalized book selected by the teen librarian, a snack and a little bit of swag to round out the box (fidget toys, pins, stickers, bookmarks, etc). Since starting in September our numbers have grown from 12 subscribers to 32 tweens and teens now subscribing monthly!

Since this program has grown so much over the past few months we have constantly been making changes and improvements to enhance the experience, and this month we are debuting individualized boxes for each teen (with designs by Celeste)!

There has been such a great response to this program, and it's been a real joy to be able to get newer books into the hands of teens while the library has been closed, and get their feedback.



Buildings and Grounds Issues

report generated on May 18, 2021

Fix the compost situation at Kilton

In progress

1. make additional bins
 - Due on: Jun 26, 2021
 - Assigned to: Seanchuck.mcandrew@leblibrary.com

Little Free Library by the Senior Center is leaking

In progress

1. Patch
 - Due on: May 29, 2021
 - Assigned to: KenSean

Playspace project

In progress

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

Possible roof drain cleanup needed at Kilton

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: May 28, 2021
 - Assigned to: Sean

do the bottle filler at Kilton

In progress

1. contact Mark Anderson
 - Due on: May 15, 2021
 - Assigned to: Sean

hvac controller failed at Kilton

In progress

1. investigate options for upgrading controls
 - Due on: Jun 26, 2021
 - Assigned to: Sean

investigate splitting up Director's office at Kilton

lcm warning in electrical room at Kilton

membrane roof at Kilton is leaking into custodian closet

To do

1. Contact a roofer when the snow has melted
 - Due on: May 22, 2021
 - Assigned to: SeanKen

need a new toilet for the Kilton CR bathroom

In progress

1. contact Mark Anderson
 - Due on: May 15, 2021
 - Assigned to: Sean

parking lot at Kilton getting cracks

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

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