



**LEBANON LIBRARY BOARD OF TRUSTEES
JUNE 22, 2021 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. Welcome Tina Van Kley as new Alternate Trustee
- B. Which Alternate Trustees will be voting if elected members are not present

2. Approval of Minutes

- A. Approve the May 25th meeting minutes

3. New Business

- A. Approve the financial report
- B. Approve new fully reopened schedule

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

Meetings are open for in-person and remote attendance. Members of the public who 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 visit LebanonNH.gov/Live for full details.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, May 25th, 2021
7:00 PM**

MEMBERS PRESENT: Michael J. Stebbins (Treasurer), Morgan Swan, Ann Sharfstein, Emma Wunsch, Donna Hartford (Alt.), Doug Whittlesey (Alt.)

MEMBERS ABSENT: Francis Oscadal (Chair), Susan Weber Valiante (Secretary), Laura Barrett

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

1 **1. CALL TO ORDER:** Mr. Swan called the meeting to order at 7:02 PM

- 2
- 3 • **Mr. Swan reviewed the meeting procedures for remote meetings and NH RSA 91-A “Right**
- 4 **to Know” requirements.**
- 5 • **During the absence of Susan Weber Valiante and Francis Oscadal, Doug Whittlesey and**
- 6 **Donna Hartford were given voting privileges for this meeting.**
- 7

8 **2. APPROVAL OF MINUTES: April 27th, 2021**

9

10 *Ms. Sharfstein MOVED to approve the April 27th, 2021 Minutes as presented in the May 25th, 2021*

11 *agenda packet.*

12 *Seconded by Ms. Wunsch.*

13

14 **Roll Call Vote:**

15 **Morgan Swan, Ann Sharfstein, Michael Stebbins, Emma Wunsch, Doug Whittlesey, Donna**

16 **Hartford, and Morgan Swan all voting Yea.**

17 **None voted Nay.**

18

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

20

21 **3. NEW BUSINESS:**

22

23 **A. Approve Financial Report:**

24 Treasurer Stebbins explained that the month of April was like March. He said there was a slight deficit in

25 the special funds, the balance was just under \$14,000.00. During April, the Board of Trustees received

26 \$170,000.00 from the Library Foundation. The City fund was under budget by \$53,000.00 with the

27 majority of that coming from the operating side which was about 80%. Most of the under budget was

28 from wages which was \$50,000.00.

29

30 Treasurer Stebbins said that the Finance Committee talked about potentially buying the lot next to Kilton

31 Library when it becomes available. They could use the rainy-day fund to make that purchase.

32

33 Director Fleming said they also talked about putting some language in the investment policy that would

34 define the rainy-day fund and the constraints put on to it. Treasurer Stebbins said they talked about using

35 some of the language that the City used so that they were more in-line with the City.

1 The Foundation also talked about un-restricted gifts versus restricted gifts and that they wanted to make
2 sure they follow how those gifts were presented to them and that they were showing that on the balance
3 sheet.
4

5 ***A MOTION was made by Mr. Whittlesey to approve the Financial Report as presented in the May***
6 ***25, 2021 agenda packet.***

7 ***Seconded by Ms. Sharfstein.***
8

9 **Roll Call Vote:**

10 **Michael Stebbins, Ann Sharfstein, Emma Wunsch, Donna Hartford, Doug Whittlesey, and Morgan**
11 **Swan all voting Yea.**

12 **None voted Nay.**
13

14 **** The Vote on the MOTION was approved (6-0).***
15

16 **B. Recommend Appointment of Tina Van Kley as Alternate Trustee:** Director Fleming said that Ms.
17 Van Kley was still interested in the position. He was not sure if she had done the paperwork yet, but she
18 should be. Ms. Sharfstein asked if they could have 3 alternates on the Board? Director Fleming said yes,
19 that would be fine.
20

21 ***A MOTION was made by Ms. Sharfstein to recommend Ms. Tina Van Kley as an Alternate on the***
22 ***Library Board of Trustees to the City of Lebanon.***

23 ***Seconded by Mr. Whittlesey.***
24

25 **Roll Call Vote:**

26 **Michael Stebbins, Ann Sharfstein, Emma Wunsch, Doug Whittlesey, Donna Hartford, and Morgan**
27 **Swan all voting Yea.**

28 **None voted Nay.**
29

30 **** The Vote on the MOTION was approved (6-0).***
31

32 **C. 2022 Budget Priorities Discussion:**

33 Director Fleming explained that Celeste Pfeifer was spearheading the budget process this year. Over
34 several years, he has involved different members of the staff in the budget process. He highlighted some
35 of the top priorities that the staff would be asking for this year in the budget.
36

37 He said first thing on the list were cell phones for the staff and laptops for the part-time staff. He said
38 laptops had not been in the technical budget before and that was because the staff did not really want
39 them, but things have changed and now they are wanted and needed.
40

41 The cell phones on the list would not have data plans or on-going costs. The staff has found that some
42 apps for the kids and teen programming that they use at the Library just worked better on a cell phone and
43 right now they have been using their own personal phones to do that.
44

45 Another top priority was to make the Children's Library Assistant part-time position into a full-time
46 position. Director Fleming said he was looking to increase the number of full-time positions on the staff.
47 He said it was easier to fill full-time positions because with part-time positions there were no benefits.
48 Director Fleming said he believed that the City thought there was value in full-time positions, because
49 throughout the Departments there were rarely any part-time positions.
50

1 Director Fleming also said that the staff would like to replace the oven that is in the Kilton Library. It
2 was a 4-burner stove top that was rarely used. They wanted to replace it with an oven that they could
3 make things in. He would like to explore the options on that.
4

5 Director Fleming was hopeful that the money they lost in last year's budget would be re-instated into this
6 year's budget with a little more added due to inflation. He said they were also looking at a schedule that
7 would reduce the Library evening hours. He would be providing stats to the Board on the hours and
8 usage during those hours.
9

10 Mr. Swan asked how creating a full-time position for the Children's Library Assistant would impact the
11 budget? Where would that money come from and would that eliminate sub positions? Director Fleming
12 said his goal was to not have so many hours with evening hours and he said a lot of sub hours were in the
13 evening. Some of those funds would then go toward the Assistant Children's Library position.
14

15 Mr. Swan asked about the need for the oven at Kilton? Director Fleming said that the one they had now
16 was not used often but they were hoping the new oven would be more useful.
17

18 **D. Acceptance of Gifts:**

19 Director Fleming reported the Library had received \$25,000.00 from the Library Foundation for books
20 and other circulation materials.
21

22 **4. COMMITTEE REPORTS:**

23 **A. Facilities Committee Updates:**

24 Director Fleming gave an update on the Lebanon Library renovation. He said it was about 4 weeks
25 behind schedule and was now scheduled for completion in late July or early August. The cause was from
26 the supply chain, which was a global problem right now.
27

28 He said that there were two contingency funds, an owner fund, and a construction fund. Both funds were
29 doing well. That meant they were under budget now. Stairs are going in next week and paint colors have
30 been selected.
31

32 He also reported that the Kilton Library bathroom renovation was almost done. They just had some
33 patching and painting to do and they needed to swap out paper towel dispensers.
34
35

36 **B. Library Foundation Update:**

37 Director Fleming said that the Foundation had raised \$210,000.00 so far for the Lebanon Library
38 renovation. The goal was \$300,000.00. On Thursday they would start to attend the Farmer's Market bi-
39 weekly to try to raise more funds for the Library renovation, to meet the goal.
40

41 **5. OTHER BUSINESS:**

42 **A. Director's Report:**

43 Director Fleming said the Library had a goal to open back up on June 14th, 2021. They were planning on
44 re-opening with the goal being for the whole building to be open and not just the Community room. That
45 would give them more space to spread out.
46
47

48 Ms. Deb Ford, the bookkeeper, would be retiring from her full-time job and would have more time to
49 devote to the job for the Library Board. She was asking for an increase in pay of \$100.00 a month. She
50 has not had an increase in many years.
51

52 **B. Deputy Director's Report:** None

1
2
3 Ms. Sharfstein wanted to let the Board know that Ms. Susan Desrosiers', long time Board member, son
4 had passed away. There was a Memorial Fund set up at Mascoma Savings Bank. Her sister, his Aunt,
5 also worked at the Library. Ms. Sharfstein wanted to know if the Board would like to do something for
6 Ms. Desrosiers and the family. Discussion was had among the Trustees.
7

8 Mr. Whittlesey said he did not believe that there would be any problem with the Trustees donating to the
9 Memorial Fund. Treasurer Stebbins agreed with that. It was discussed that they could make a \$250.00
10 donation. They also suggested other things they could do to honor his memory. Mr. Swan, Ms.
11 Sharfstein, and Ms. Wunsch will investigate the issue.
12

13 **6. ADJOURNMENT:**
14

15 *A MOTION was made by Ms. Sharfstein to adjourn the meeting at 7:50 PM.*
16 *The MOTION was seconded by Mr. Stebbins.*
17
18

19 **Roll Call Vote:**

20 **Morgan Swan, Doug Whittlesey, Donna Hartford, Ann Sharfstein, Emma Wunsch, and Michael**
21 **Stebbins all voting Yea.**
22 **None voted Nay.**
23

24 ** The Vote on the MOTION was approved (6-0).*
25

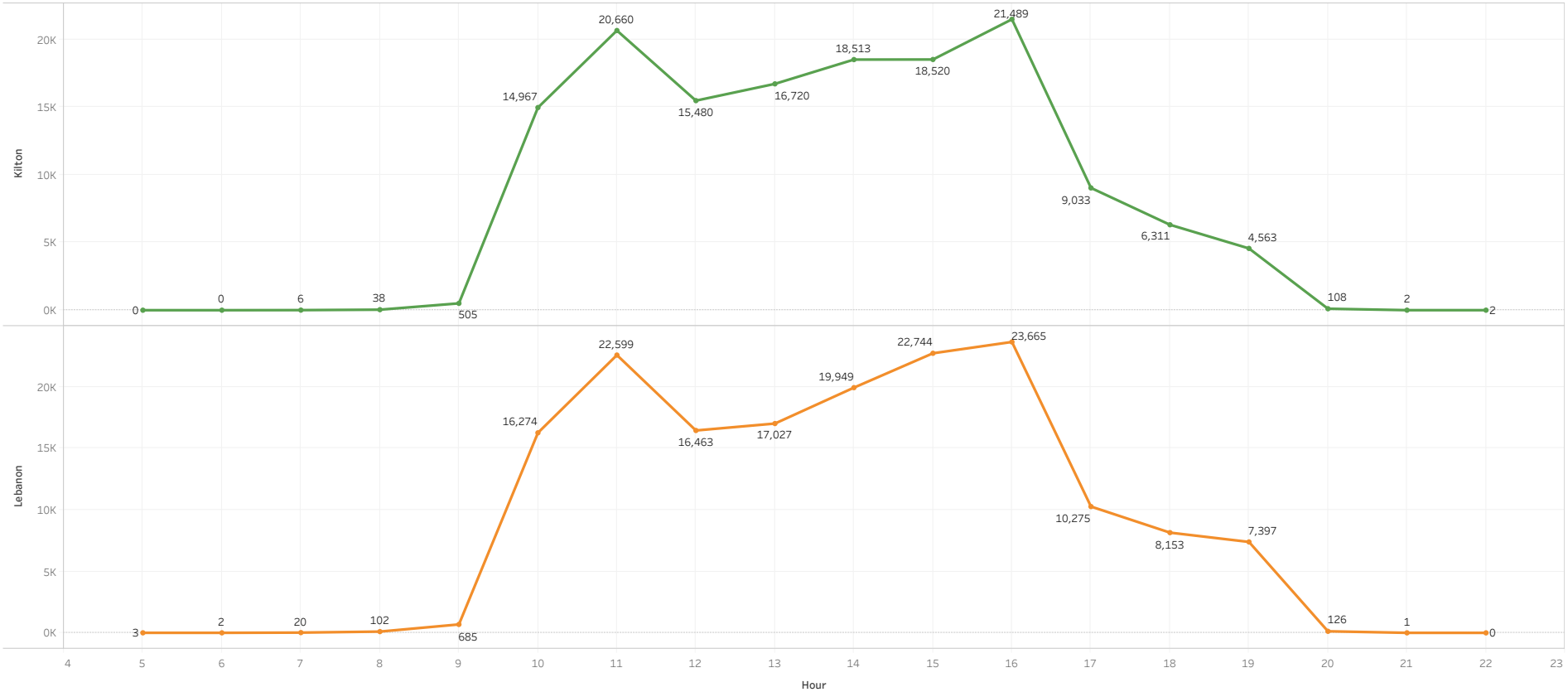
26 Respectfully submitted,
27 Barbara Higgins
28 Recording Secretary

City funds expended as of May 2021

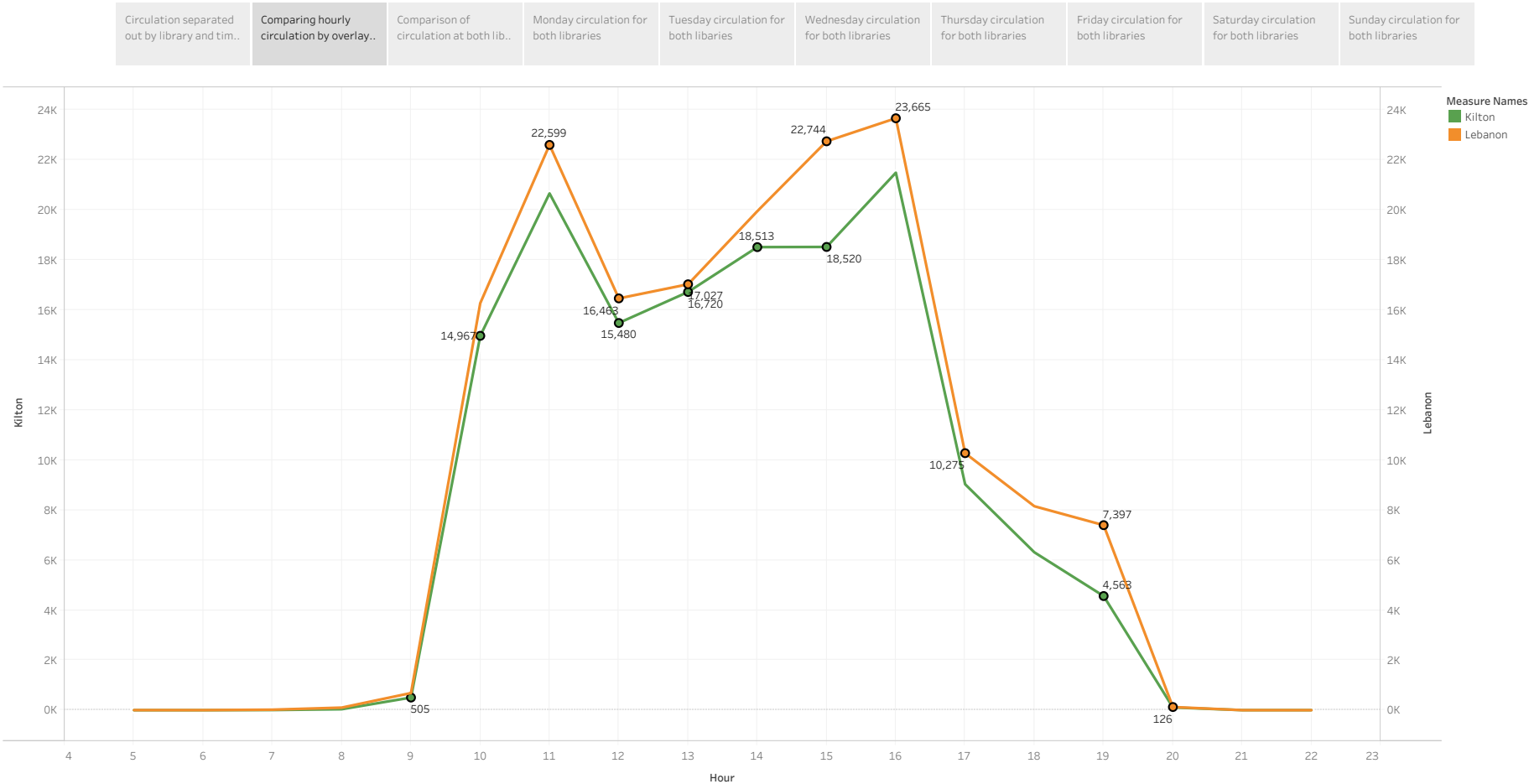
Account	Description	Budget	YTD	Balance	% Used
01-1100	FULL-TIME WAGES	565,060	207,450	\$357,610	37%
01-1200	PART-TIME WAGES	236,670	60,877	\$175,793	26%
01-1201	PART-TIME WAGES:CUSTODIAL	85,230	35,482	\$49,748	42%
01-2100	LIFE/DISABILITY INSURANCE	7,210	2,142	\$5,068	30%
01-2200	FICA & MEDICARE	66,850	23,035	\$43,815	34%
01-2301	RETIREMENT:MUNICIPAL	71,310	22,342	\$48,968	31%
01-2600	WORKERS' COMPENSATION	3,160	1,166	\$1,994	37%
01-3300	OTHER PROFESSIONAL SERVICES	0	2,031	-2,031	#DIV/0!
01-4300	REPAIR/MAINT SERVICES	8,700	8,522	\$178	98%
01-4420	RENTAL:EQUIPMENT/VEHICLES	2,050	857	\$1,193	42%
01-5300	TELE/COMMUNICATIONS SYSTEM	9,280	3,956	\$5,324	43%
01-5400	ADVERTISING	1,000	0	\$1,000	0%
01-5600	DUES/MEMBERSHIPS	1,080	678	\$402	63%
01-5850	STAFF DEVELOPMENT	5,560	525	\$5,036	9%
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	1,965	\$4,035	33%
02-4110	WATER	2,000	772	\$1,229	39%
02-4120	SEWER	2,000	444	\$1,556	22%
02-4300	REPAIR/MAINT SERVICES	47,110	23,445	\$23,665	50%
02-6150	SMALL TOOLS/EQUIPMENT	31,500	9,511	\$21,989	30%
02-6220	ELECTRICITY	40,000	16,496	\$23,504	41%
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	2,719	\$7,281	27%
04-5900	OTHER PURCHASED SERVICES	8,500	2,999	\$5,501	35%
04-6100	GENERAL OPERATING SUPPLIES	6,000	1,147	\$4,853	19%
04-6120	LIBRARY BOOKS/SUBSCRIPTIONS	27,500	25,283	\$2,217	92%
04-6200	OFFICE SUPPLIES	6,000	221	\$5,779	4%
		\$1,259,960	\$457,191	\$802,769	36%
			5 months out of 12		42%

Library Circulation from Feb 2017 - Feb 2020

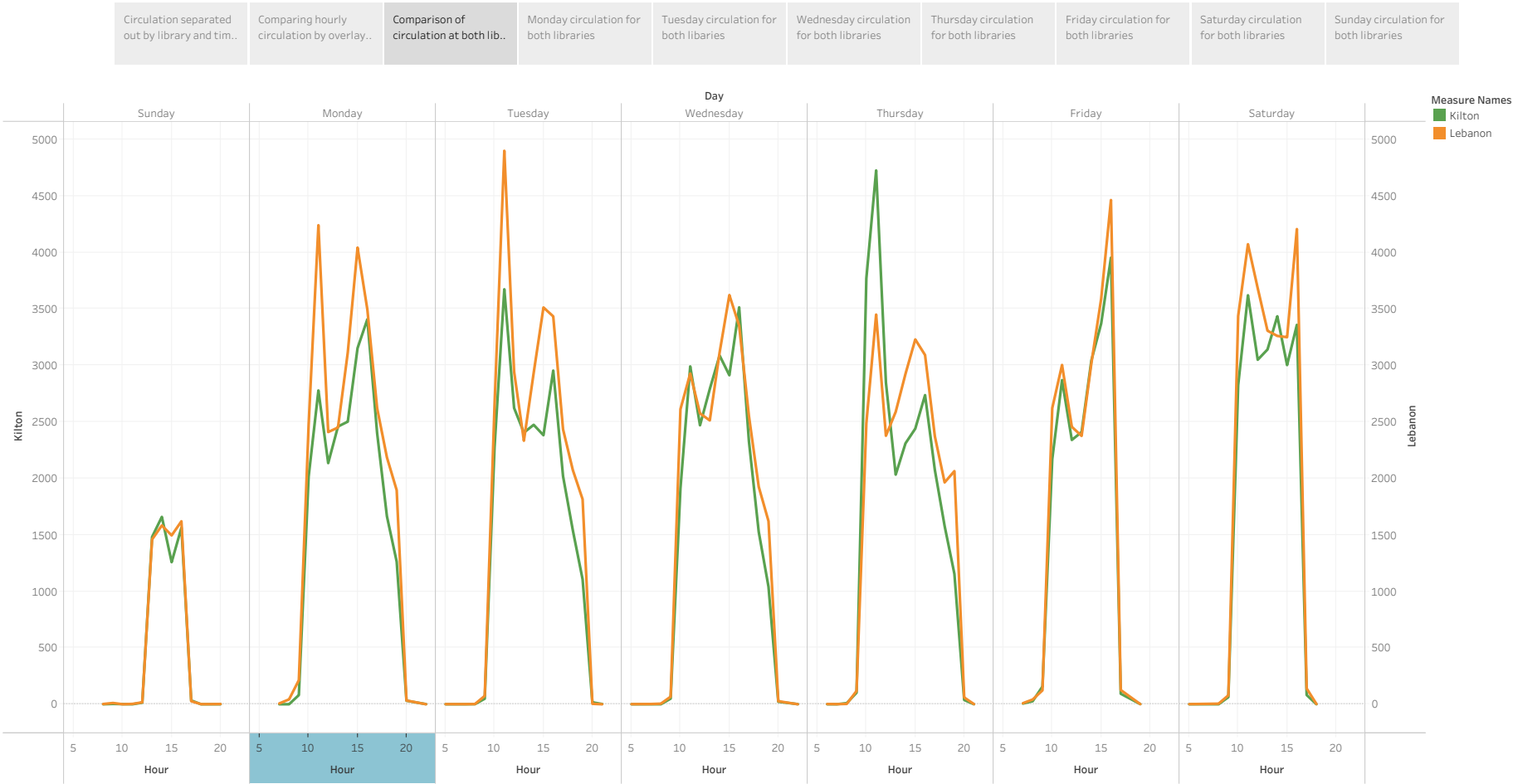
- Circulation separated out by library and tim...
- Comparing hourly circulation by overlay..
- Comparison of circulation at both lib..
- Monday circulation for both libraries
- Tuesday circulation for both libraries
- Wednesday circulation for both libraries
- Thursday circulation for both libraries
- Friday circulation for both libraries
- Saturday circulation for both libraries
- Sunday circulation for both libraries



Library Circulation from Feb 2017 - Feb 2020



Library Circulation from Feb 2017 - Feb 2020

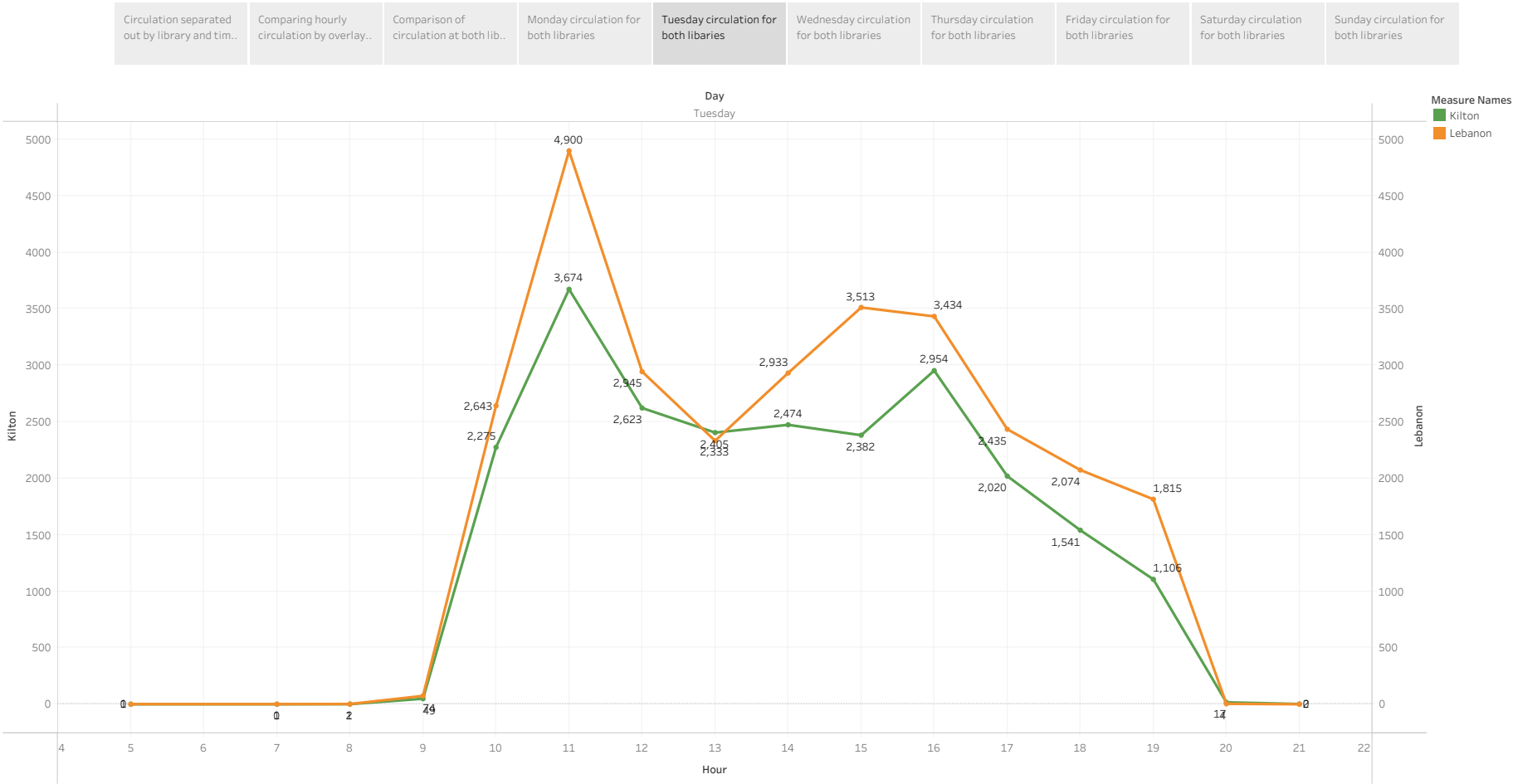


Library Circulation from Feb 2017 - Feb 2020

- Circulation separated out by library and tim..
- Comparing hourly circulation by overlay..
- Comparison of circulation at both lib..
- Monday circulation for both libraries**
- Tuesday circulation for both libraries
- Wednesday circulation for both libraries
- Thursday circulation for both libraries
- Friday circulation for both libraries
- Saturday circulation for both libraries
- Sunday circulation for both libraries



Library Circulation from Feb 2017 - Feb 2020



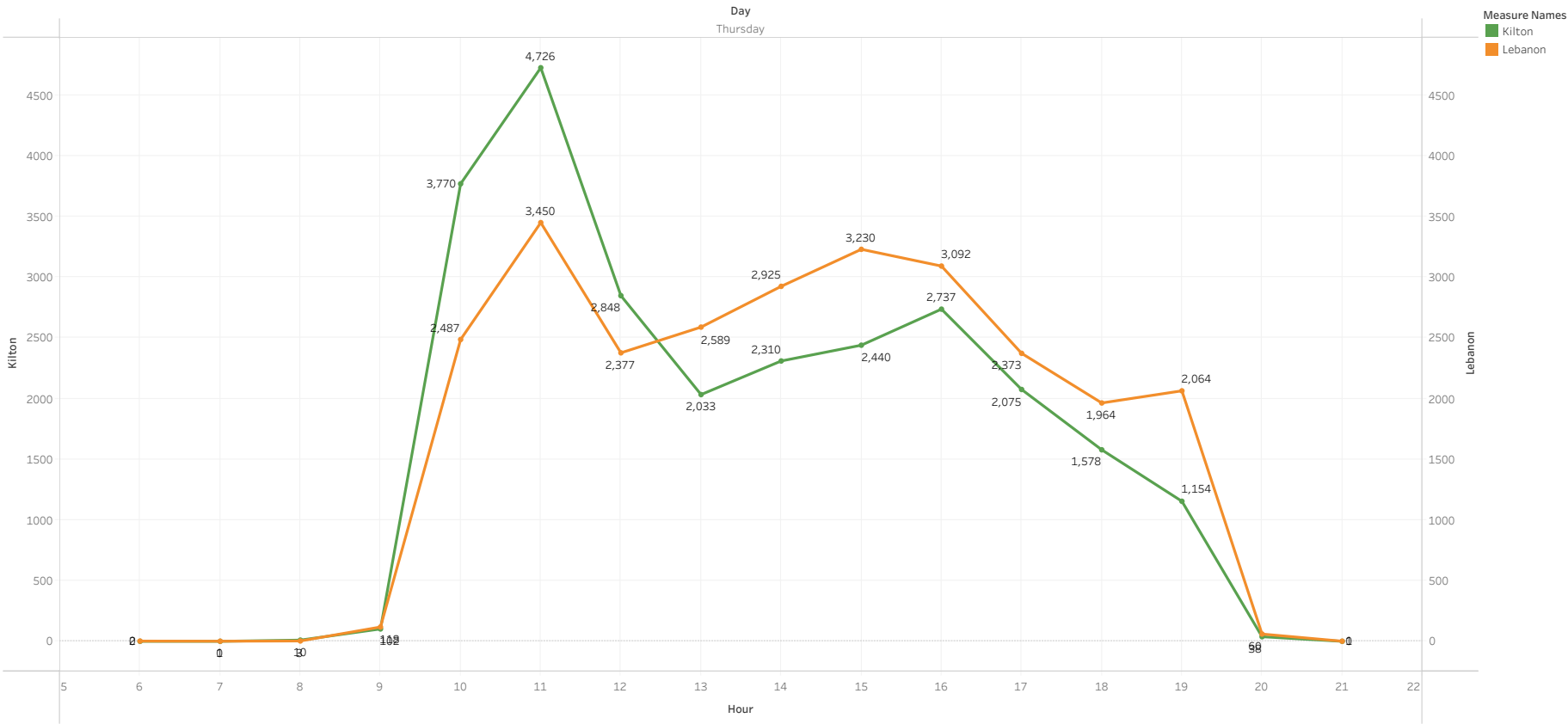
Library Circulation from Feb 2017 - Feb 2020

- Circulation separated out by library and tim..
- Comparing hourly circulation by overlay..
- Comparison of circulation at both lib..
- Monday circulation for both libraries
- Tuesday circulation for both libraries
- Wednesday circulation for both libraries
- Thursday circulation for both libraries
- Friday circulation for both libraries
- Saturday circulation for both libraries
- Sunday circulation for both libraries



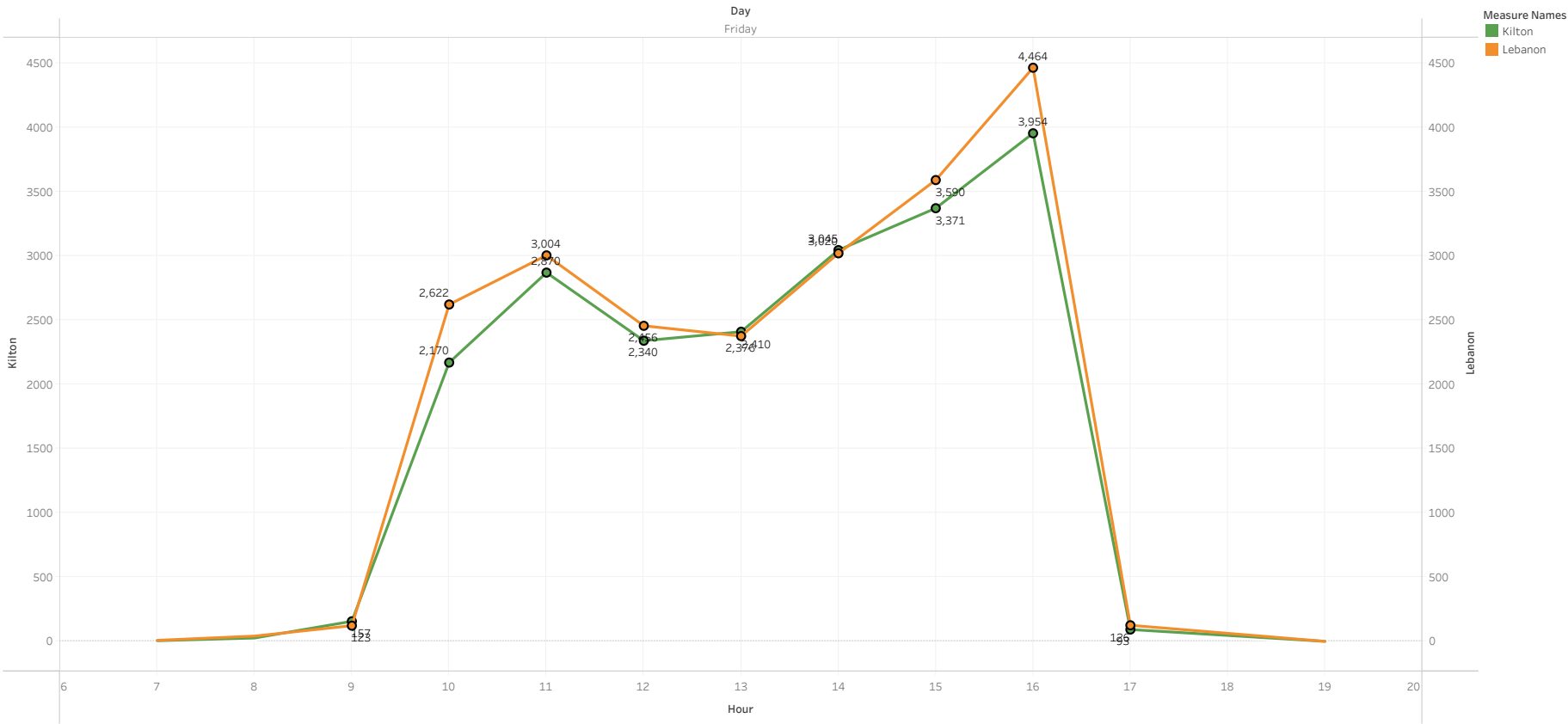
Library Circulation from Feb 2017 - Feb 2020

- Circulation separated out by library and tim..
- Comparing hourly circulation by overlay..
- Comparison of circulation at both lib..
- Monday circulation for both libraries
- Tuesday circulation for both libraries
- Wednesday circulation for both libraries
- Thursday circulation for both libraries
- Friday circulation for both libraries
- Saturday circulation for both libraries
- Sunday circulation for both libraries



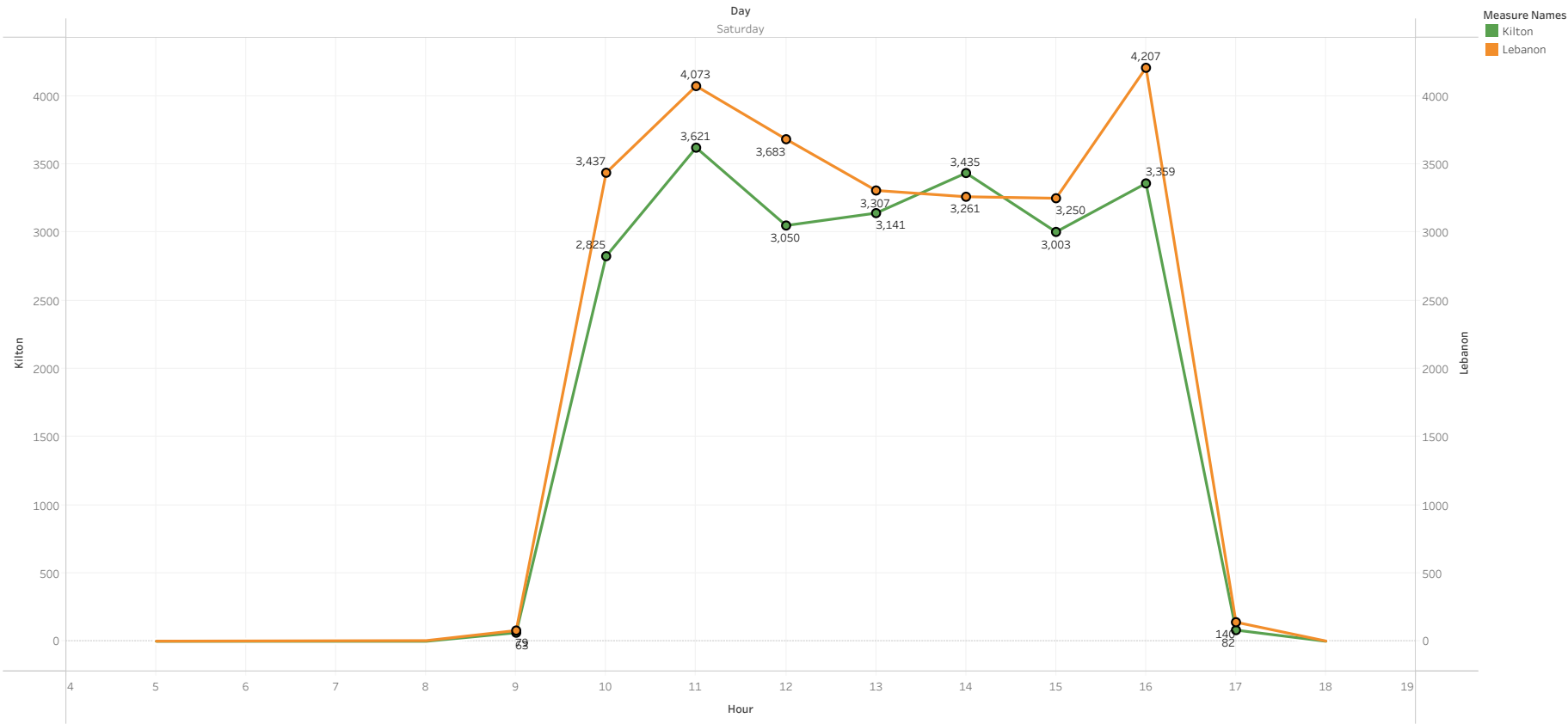
Library Circulation from Feb 2017 - Feb 2020

- Circulation separated out by library and tim..
- Comparing hourly circulation by overlay..
- Comparison of circulation at both lib..
- Monday circulation for both libraries
- Tuesday circulation for both libraries
- Wednesday circulation for both libraries
- Thursday circulation for both libraries
- Friday circulation for both libraries
- Saturday circulation for both libraries
- Sunday circulation for both libraries



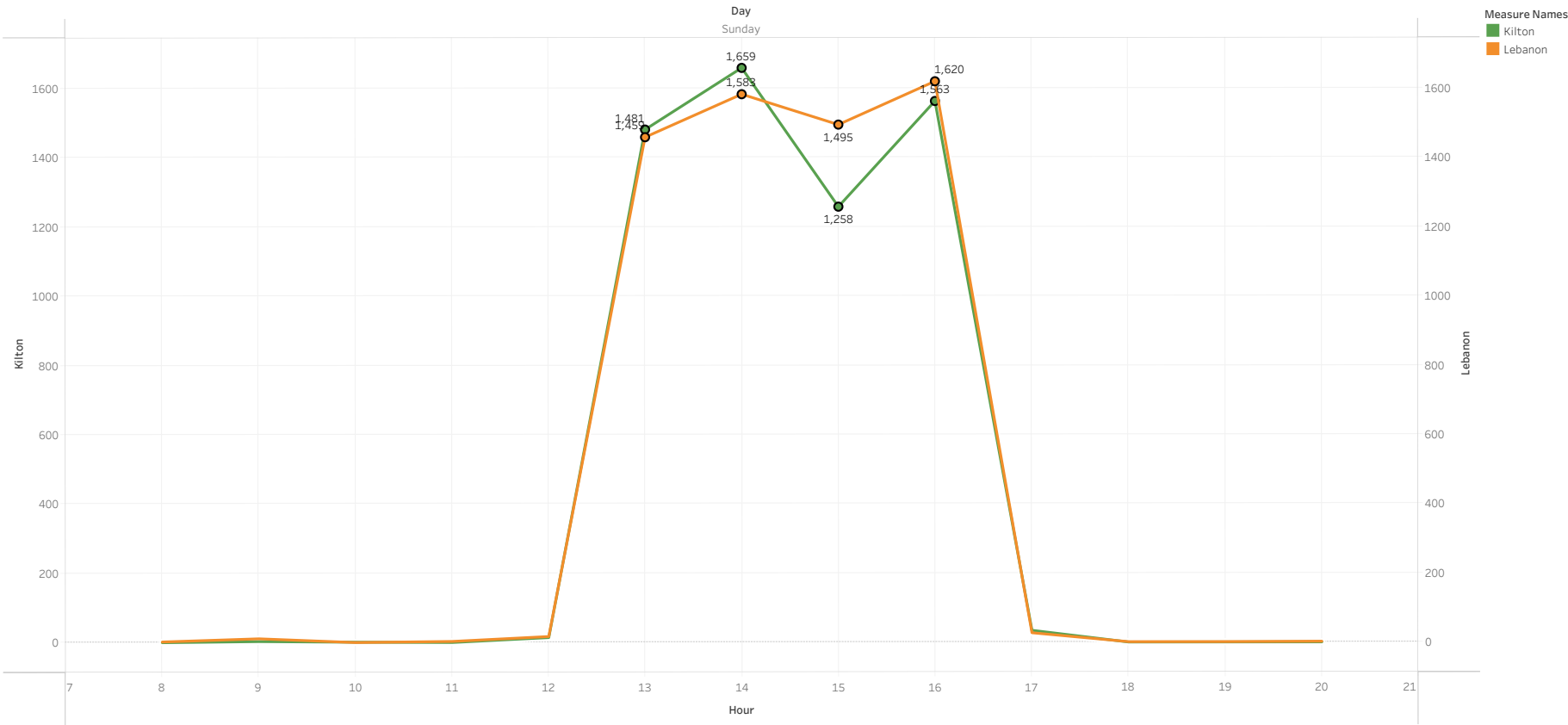
Library Circulation from Feb 2017 - Feb 2020

- Circulation separated out by library and tim..
- Comparing hourly circulation by overlay..
- Comparison of circulation at both lib..
- Monday circulation for both libraries
- Tuesday circulation for both libraries
- Wednesday circulation for both libraries
- Thursday circulation for both libraries
- Friday circulation for both libraries
- Saturday circulation for both libraries**
- Sunday circulation for both libraries



Library Circulation from Feb 2017 - Feb 2020

- Circulation separated out by library and tim...
- Comparing hourly circulation by overlay..
- Comparison of circulation at both lib..
- Monday circulation for both libraries
- Tuesday circulation for both libraries
- Wednesday circulation for both libraries
- Thursday circulation for both libraries
- Friday circulation for both libraries
- Saturday circulation for both libraries
- Sunday circulation for both libraries



Buildings and Grounds Issues

report generated on Jun 14, 2021

Fix the compost situation at Kilton

In progress

1. make additional bins
 - Due on: Jun 26, 2021
 - Assigned to: Sean

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: Jun 26, 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: 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

fence post is broken off along Tracy St at Kilton

To do

1. investigate welding the post
 - Assigned to: SeanKen

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

In progress

1. Milestone working on an estimate
 - Assigned to: Sean

lcm warning in electrical room at Kilton

membrane roof at Kilton is leaking into custodian closet

In progress

1. Contact Rodd Roofing
 - 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

repair outside wood fence

Done

1. repair main post
 - Assigned to:

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