

## Langdon Library Board of Trustees Meeting Minutes October 15, 2020

This meeting of the Langdon Library Board of Trustees was on the lawn outside of town hall.

**Meeting called to order** by CH at 1:34 PM

**Present:** Trustees Catherine Hazelton (CH), Jack O'Reilly (JO); David Turbide (DT), Lillian Wilson; Library Director Lara Croft Berry (LCB)

**The first order of business** was to approve the minutes from the September 24, 2020 meeting. Moved by JO, seconded by DT, minutes approved 4 – 0.

**Treasurer's Report:** While we did not have the finished report in hand in time for the meeting, LW and LCB reported that spending is as expected and in line with the budget and the previously stated intention to decrease outlays by 10% for the year.

**Director's Report:** Our new cleaning service is now on a once-per-week schedule. LCB will be speaking to them about some thoroughness issues. Further research confirmed that Polar Ionization seems to be the best approach for virus elimination in the HVAC ducts so LCB will go forward with the system approved at the last meeting. The grass is rebounding after the latest treatment by Organic First. There are some concerns about several split battens on the library addition. LCB will discuss our options with our maintenance man. The library will be distributing "Halloween in a Bag" gifts for children 4 and up either curbside or during appointment hours. We thank the fire department for passing along McDonald's sundae coupons for inclusion in the bags and, of course, we thank McDonalds for the coupons.

**Parking Lot Update:** Peter Welch was not at this meeting but reported via email that his contacts have advised that November would not be an opportune time to go out for bids so we should go out for bids early in 2021. After further research, we confirmed that we are able to encumber the money to complete the work next year. The motion to do so was made by JO, seconded by DT, passed 4 – 0 as follows:

Petition Warrant Article 23 of the 2020 Newington Town Meeting was to see if the town would vote to raise and appropriate \$80,000 for a library parking lot addition. The article names the Library Board of Trustees as agents to expend. The article was approved at the town meeting. NHRSA 32:3 VI (a) defines a petition Warrant Article as a "special warrant article". NH RSA 32:7 VI (a) states that: The amount is appropriated under a special warrant article, in which case the local governing body may, at any properly noticed meeting held prior to the end of the fiscal year for which the appropriation is made, vote to treat the appropriation as encumbered for a maximum of one additional year. I (JO) move to encumber the \$80,000 appropriated for one year and we will go out for bids early in 2021 as recommended by the project engineer.

**Reopening Plans:** Open by appointment has been extended to three days per week (Tuesday, Friday, Saturday) which, at the moment, seems adequate to meet demand. If more appointments are requested than available, another day will be added. Note that the only libraries on the seacoast that are open are Dover, Exeter and Seabrook and they all limit the number of patrons in the building at a time (fewer visitors, relative to population, than we accommodate with our appointment system. For a number of

reasons, that would not work in Newington. All other seacoast libraries are either doing curbside pickup or open by-appointment as we are.

**Town Fountain (aka “The Urn”):** The town owns the urn, but it is in the historic district, in front of the library and it needs maintenance. We will communicate with the committee about our concerns and intentions. We are willing to pay for these repairs, estimated at around two thousand dollars, out of our maintenance budget.

**New Business:** The director’s contract calls for a performance review “At least 1 month prior to the expiration of this appointment...” Thus, CH will distribute evaluation forms to the board in January to be completed before mid-February. Contract end date is March 31. It was noted that a formal performance review was not completed at the time of last contract renewal (March 2020) in the midst of the COVID shutdown. The trustees and the director have agreed to forego that formal review for this year.

John Stone and Laura Wilhelm-Stone have generously set up a Little Free Library on Newington Road near the playground. We think it is a great service to Newington's environment as a reading community.

**No new policies to review. No donations to accept. No non-public matters to discuss.**

**Board meeting adjourned** - moved by JO, seconded by LW, passed 4-0 at 2:45 PM

**Next Meeting:** Thursday November 19 at 1:30PM, location to be determined.

Note that the budget meeting with the select board is October 26 at 5:30 pm and the budget committee will review the library budget on December 9 at 6:30 pm

**Respectfully Submitted:** David A Turbide, board secretary