

## **Newington Library Board of Trustees (LBOT) Meeting Minutes**

**Date:** 21 Jan, 2014

**Present:** Trustees Melissa Prefontaine (M), Steve Bush (S), Jack O'Reilly (J), Lee Lamson (L), Gup Knox (G)

Called to order by Chair M at 5:30

**Non-Public:** At 5:30, moved by J, Second by S to go into non-public session per RSA 91-A:3 II (c) personnel for privacy protection. Roll call vote 5-0

**Non-Public:** At 6:00, moved by S, second by G to come out of non-public session. Roll call vote 5-0.

Moved by S, second by J to seal the non-public minutes indefinitely. Approved 5-0 by roll call.

### **Construction Portion**

**Present:** LBOT members from above plus Library Director Scott Campbell (SC), Library employee Gail Klalchesser (GK), Architect Ron Lamarre (L)

**Shelving:** Discussed the style of the shelves' ends. Moved by S, second by J to award the shelving contract to Tucker Library Interiors LLC for \$34,616. Motion approved 5-0

**Fireplaces:** Per Building Inspector, both will need to have their flues lined. Informed by L that that is already in the budget. LBOT will plan a visit sometime next month to look at fireplace "log" examples.

**Kids Room:** Discussed that floor previously approved will be about \$3000 more than estimated due to better materials and construction method of including a world map. Even with this, R stated that the project is still within budget. Moved by J, second by L to approve the additional \$3000. Motion approved 5-0

**Security:** there appears to be a problem with the back door being alarmed as it is. There also needs to be a password for a Trustee to use when the alarm company calls. M will take care of. Discussed the desirability of having an audible warning at the circulation desk when a door is opened. R feels it can be worked into the new security system. M & R will discuss with the Construction Manager.

**Furniture:** LBOT members have a good idea of what is desired. Two sample chairs are in the library for patrons' trial usage and preference. A rep from Tucker will come to the Library on 2/7 to work on choices.

**Power Transfer:** Did not happen on 1/21 as planned. Waiting for new date/time from Fairpoint.

**Library Move:** Move from old to new planned for week of 3/24

- Need to completely empty old attic by mid-February. SC & GK have the lead
- Need to determine temporary storage areas. Can use the new basement and possibly new rooms. R will check on the rooms.
- Once new part is occupied and old is being renovated, the only access to the old area to retrieve books will be by staff.

**Date Stone:** Still no price received. R will look into.

**IT/AV:** Per R, should have hardware at least 30 days before installation is scheduled. SC has 2 more vendors coming in this week to possibly bid. AV cables will need to be pulled. R will look into an outdoor screen for movie nights.

### **Business Portion**

**Present:** Trustees Melissa Prefontaine (M), Steve Bush (S), Jack O'Reilly (J), Lee Lamson (L), Gup Knox (G), Library Director Scott Campbell (SC)

**Minutes:** Moved by S, second by G to approve 1/14/2014 minutes. Approved 3-0

A resident reported to M that she had contacted the Town Administrator about the Library post all electronic minutes in our website and store written minutes from ALL town boards and committees. The resident also expressed her appreciation for the timeliness of the LBOT meetings' minutes. It was the consensus of the Board that neither we nor our website are prepared to take on minutes of others. M asked the Town Administrator to inform the resident that the LBOT couldn't do anything about her request at this time.

**Survey:** SC reported on the to-date results of the survey sent out to residents concerning library hours. 97 received so far. 44.2% are satisfied with current hours while 26% would like to see an Monday added. We will remain the same for now and possibly address this in another year after the new addition has been fully operational for a while.

**Additional Staff Hours:** With all the moving preparations needed it was discussed allowing additional interim staff hours for the near future. L moved to authorize up to 4 hours/week additional staff time; second by J. Approved 5-0

**Non-Public:** At 7:50, moved by J, Second by S to hold an additional non-public session per RSA 91-A:3 II (c) personnel, to provide privacy protection. Roll call vote 5-0

**Non-Public:** At 8:05, moved by S, second by G to come out of non-public session. Roll call vote 5-0.

Moved by S, second by J to seal the non-public minutes indefinitely. Approved 5-0 by roll call.

**Adjournment:** Motion by L, second by J at 8:10. Approved 5-0

Respectfully Submitted

Jack O'Reilly