

# LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

## AGENDA/MINUTES – Regular Monthly Business Meeting

Date: **12/17/12** Time: 5:35 – 6:00 PM (recessed at 6 for LRP meeting and trustee Xmas buffet) Back in session at 7:55PM, closed session 9:25- 9:50, meeting end at 10:00 PM

Attendees: Scott Campbell, Lee Lamson, Steve Bush, Gup Knox, Grace Simms (first session only), Theresa Tomlinson (first session only), Melissa Prefontaine, Jeff Parks, Nate Fredette (at 5:45 PM, first session only)

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of minutes	<i>Motion by Lee to accept as written, seconded by Gup Vote: unanimously accepted</i>	Post	1 week	Melissa
Treasurer's report	Checking account funds will be moved around to accommodate the change in financial procedures (to start at the first of the year). Letter given to Luanne regarding 25% of town budget (for Library) to be disbursed at beginning of 2013. Discussed some short term investment options and Scott suggested contacting Piscataqua Bank	Post	1 week	Lee
Director's report	Discussed possibility of a different cleaning person (D. Walsh) from town to replace existing person, as the level of cleanliness has not been optimal lately. Need to solicit for 3 quotes, per policy. Scott will call GreenMaids for another quote.  There are 2 new employees- Renee' Ciulla (regular) and Bill Littlefield (temporary cataloguing). The books from the attic are in process of being moved, evaluated, and catalogued (including Woodbury Langdon's collection). It is estimated that 2000 pounds have been moved from the attic.  <i>Motion to extend Bill's contract for 6 months made by Gup, seconded by Lee. Vote: unanimously accepted</i>	Call GreenMaids	ASAP	Scott
Policies	Reviewed finalized policies. Signed by present trustees	—	—	—

CM contract	<p>Lawyer provided feedback on contract and a required addendum for clarification. To be sent to Jeff for review.</p> <p><i>Motion by Steve to submit to CM, seconded by Gup.</i>  <i>Vote: Unanimously accepted</i></p>	Email Jeff	ASAP	Steve/Scott
Insurance claim	Scott has picked up claim form from Town Office. Gup will call insurance company to see if they will come out and evaluate	Call Insurance	ASAP	Gup
Warrant articles	Discussed changes to warrant- emailed Tom during this meeting	—	—	—
Public meetings	Public hearing scheduled for 1/15/13. Will also have a second meeting closer to the annual town meeting date. Suggested that we coordinate with school events and negotiate date via email. Also plan to have an informational board to put in lobby for March 12 <sup>th</sup> .	<p>Email 2<sup>nd</sup> date</p> <p>Contact town re: info board</p>	<p>ASAP</p> <p>ASAP</p>	<p>All</p> <p>Melissa</p>
Foundation	In process of applying for applications (second step of four). Steve is planning on going to Town Hall to complete documentation this week	Applications	ASAP	Steve
Fundraising	Discussed status of fundraising- Melissa called several businesses with no success. Discussed alternative options. Agreed to have Scott write a letter to be sent out to all businesses and for trustees to follow up with personal in-person visits to make future appointments for requests.	Letter to businesses	ASAP	Scott
Trust Funds	Nate copied a recent year of financial documentation and sent to Kate DeForest. Pending response.	—	—	—
New Positions	For 2012, there was a 1, 2, 3 year position because all positions were formerly appointed. For 2013, we will be adding a 2 year and a 3 year position. Going forward, once positions expire, all will be 3 years long positions (staggering expirations occur yearly). They were made into smaller year increments to provide a stacking affect (with the initiation of new positions). Gup will run for 2 year and Lee will run for 3 year. New positions will be filed accordingly with Bea.	—	—	—
Spinners	<p>Barrington is selling DVD spinners at a reduced rate. Scott requested info on 6 single towers and 1 double. Scott will go and inspect them.</p> <p><i>Motion to allow Scott to expend up to \$2200 on used spinners from Barrington (paid for out of trustee funds), made by Melissa, seconded by Gup.</i>  <i>Vote: unanimously accepted.</i></p>	Research DVD spinner condition	Soon	Scott

Website	Need to look for web hosting and potential developer for enhancements. Scott reached out to DJ Haskins. Melissa spoke to Helpful Website- they will come in and talk to Scott. Scott also mentioned Library Websites and will keep as a viable option.	Interview hosting candidates	1-2 weeks	Scott
Year-end expenditure	No major purchases or encumbrances pending. We are within \$1000 of our year-end budget. Scott will evaluate small purchases and plan accordingly- authorized by policy to expend up to \$500.	—	—	—
Town report	Annual reports are due. Scott, Melissa, and Lee will work on respective components.	Town Reports	1 week	Scott Lee Melissa
Closed	<i>Motion to leave public session and go into closed session at 9:25 PM made by Melissa, seconded by Steve. Vote: unanimously accepted.</i>	—	—	—
End closed session	Motion to come out of closed session at 9:50 PM. Back in public session. Reviewed tasks to be completed by members			
Next meetings	<b>LRP/Architect:</b> January 7 <sup>th</sup> - need to confirm time after Selectmen <b>Public Hearing:</b> January 15 <sup>th</sup> @ 7 PM, Town Hall <b>Regular business meeting:</b> Monday, January 22 <sup>nd</sup> at 6:00 PM	Post	—	Scott