

Town of Newington, NH
LANGDON LIBRARY TRUSTEES
Long Range Plan Meeting Minutes
Thursday, September 15, 2011

	Chair, Steve Bush called the September 15, 2011 meeting to order at 5 PM. The meeting was adjourned at 8 PM.		Attendees: Steve Bush, Chair Person; Melissa Prefontaine; Scott Campbell, Library Director; and Library Consultant, Tom Ladd Absent: Lee Lamson and Grace Simms;	Next LRPC Mtgs: Thursday, October 20, 2011 at 5 PM; and Thursday, November 15, 2011 at 5 PM.
Item	Discussion & Decision	Vote	Follow-Up Req'd	Person Responsible
Library LRP Survey for Town Residents	Trustees reviewed and discussed sample surveys.			
	It was suggested that wording be improved.			
	Library Consultant, Tom Ladd suggested a list of library resources and services be included.			
	Tom Ladd said the general rule for surveys is to limit the pages to four, front and back.			
	Ladd also said that although only one survey would be sent to single family households, it would be important to ask how many people are in each household, and to inform recipients that additional surveys could be picked up at the Library, School or Town Hall. Anyone interested should be included regardless of age.			
	It was agreed that printing and mailing the survey would be important for visibility and response from resident households rather than emailing as some households do not have internet, or emails may get overlooked. However, an email would also go out to library users with email addresses, and a link would be included on the survey for anyone wishing to respond by email.			
	It was also agreed that return envelopes included would not be stamped to save costs, and that response drop-off boxes at the Library, School and Town Hall would be listed on the survey.			
			Combine survey suggestions in samples, as well as suggestions from discussions, and rewrite for better wording.	Scott Campbell

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			Ladd also recommended putting a test survey on the Library website	Scott Campbell
LRP Survey Deadlines	Draft by September 27, 2011. Mail survey by October 1, 2011 to be received by November 1, 2011, and results compiled by December 1, 2011.		Survey Draft to Trustees by September 27, 2011 Meeting	Scott Campbell
Comparative Library Expansion Visits	Tom Ladd provided a list of library recommendations for visits.		Visit other libraries	Scott Campbell, Library Staff, and Trustees
	Melissa Prefontaine and Scott Campbell reviewed libraries they had already visited recently, including Elliott, Kennebunk, Kittery, York, Epsom, Newcastle, Rye, and Seabrook. Videos were also included which are available for viewing by contacting Scott at the Library.			
LRP Architectural Building Design Consultation	Trustees pointed out that it would be helpful to have an architectural engineer review the building for a fresh outlook on structural analysis to identify problems, and the feasibility and costs involved with expansion, including energy (in)efficiency, and whether the attic is structurally sound for usability, etc.			
	Tom Ladd said it would be helpful to know what is wanted before speaking with a building consultant, and pulling staff together and survey results might be helpful.			
	Discussion ensued, listing several identified problems with the Library, including no visibility of back entrance from circulation desk, a lack of outlets, HVAC system, lack of administrative and staff space, meeting spaces, quiet spaces, and tech space.			
	It was suggested that results from the architect be in by December 2011 so that need could be verified for the 2012 Town Meeting LRPC Warrant Article. Ladd agreed that it would be realistic to be partially ready with concepts in March 2012.			
	It was suggested that more than one building designer could be consulted, one for an initial consultation/evaluation and sketch, and another for the actual design. Tom Ladd also recommended getting cost estimates.		Call building designers for consultation and cost estimates.	Scott Campbell

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LRP Budgeting	Tom Ladd recommended budgeting ahead of time for staff, the survey, architectural consultants, and any other resources as needed such as rolling shelves for the children's area. Ladd suggested requesting 25% for Operating Budget and Staff to their Warrant Article at the 2012 Town Meeting, and adding to the Building Funds the following year.		Budgeting items from Warrant Article	Scott Campbell and Library Trustees
Warrant Article #15 for Library Addition or Improvements	The need for funds to proceed with Long Range Planning was discussed. It was determined that funds are under the control of Library Trustees to expend, but would need to find out whether the funds would be transferred to their account or obtained by requisition.		Call Head of Budget Committee, John Lamson, and email Terry Knowles with inquiries and request for funds approved at Town Meeting be made available.	Steve Bush
LRPC Warrant Article for 2012 Town Meeting	Tom Ladd advised Trustees to decide on Warrant Article with budget request soon, and include survey results and signatures for support in preparation of the petition deadline on February 7, 2012 which is five weeks prior to Town Meeting.		Prepare 2012 Warrant Article	Scott Campbell and Library Trustees
Langdon Library By-Laws	Tom Ladd was asked if he would go through the Langdon Library By-Laws draft so they could be adopted for next year.		Review By-Laws Draft	Tom Ladd