

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – PUBLIC MINUTES

ACCEPTED

Date: 5/30/2014 **Time:** 9:05 AM –12:27 PM

Attendees: Gup Knox, Steve Bush, Melissa Prefontaine, Scott Campbell (at 9:15 AM).
Marty Jennison, Ron Lamarre, and Jeff Parks present from 10:10 AM – 12:10 PM

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision
Call to order	Meeting called to order at 9:05 AM by Melissa.
Non-public meeting	At 9:05 AM, motion by Gup, seconded by Steve to go into non-public session per RSA 91-A:3 II (a, b, & c) personnel disciplinary action that may affect their reputation and potential new hires. Roll call vote 3-0.
End non-public	At 9:55 AM, motion by Gup, seconded by Steve to leave non-public and go back into public and to seal the minutes of the non-public meeting indefinitely. Roll call vote 3-0.
Minutes	Motion by Steve, seconded by Gup to accept minutes of 5/19/2014 Approved unanimously.
Staffing	Scott has interviewed several viable candidates for the open position that was posted last month. Discussed that there are 2 candidates (both part time) that would be a good fit for our needs. Scott provided recommendations for the terms of their employment. Discussed that as part of any new hire orientation, personnel policies to be reviewed and signed. Motion made by Steve, seconded by Gup to accept all Director staffing recommendations including pay rates. Approved unanimously.
Fireplaces	There was an additional cost associated with the inserts (exceeding donation that is primarily paying for fireplaces).

	Moved by Gup, seconded by Steve to approve additional costs up to \$100. Approved unanimously.
Flowers	Resident planted flowers in urn and wants reimbursement. We appreciate the beautification of the historic urn. The bill is to be sent to the Town Hall (as urn is off library property). Conservation commission has already agreed to pay for cost of flowers.
Shelving in heritage room	RPF's for new built in shelving (to replace the dilapidated/removed shelving) have not been responded to. Jeff to contact contractor who built the wall in that room to inquire on interest and cost. Will email info when available. Ron will create the design. Price not to exceed \$10,000. Steve made a motion, Gup seconded to accept shelving up to the amount of \$10,000. Approved unanimously.
Construction updates and timeline	Moving dependent upon shelving in heritage room and flooring in heritage and children's room. Target date for shelving to be complete by 6/23. Flooring refinishing to follow. Will also refinishing doors to old addition. Children's room flooring to be installed after moving all remaining items. So that moving and staging do not occur simultaneously and to allow time for staff to complete organization of all spaces, we discussed delaying the opening until the first week of August.
Flooring	Ron to take the lead on organizing floor refinishing in the old library. Discussed costs. Steve made a motion, seconded by Gup to expend up to \$3100 for floor refinishing. Approved unanimously
Children's room flooring/various flooring	Jeff has organized remaining flooring. Children's room flooring on target.
Mortar fix	Lighting removed over old door. There is a hole in the brick (from the previous/old light). Jeff and Marty discussed that a brick or mortar fix to this would most likely be very obvious. Discussed other options. Metal plate in ORB to be affixed to building to cover hole.
Book drop	Jeff to coordinate final installation after paving.
Parking lots	Paving scheduled for Monday 6/2/14. Striping to follow.
E-commons	Discussed repair to corner and painting repairs. Will also swap out one of the chairs to prevent the table from swinging into the wall.

Furniture in attic	Need to remove remaining folio cases (cannot have high density storage in attic). Will offer to HDC/Historical Society. If not wanted, will bring to transfer station.
Chairs for heritage room	Ron recommends that the chair fabric match that of the chairs in the e-commons. Steve made a motion, Gup seconded to accept Ron's recommendation for heritage room chair fabric. Approve unanimously.
Final additions/budget	Appliances- not to exceed \$1200 Blinds- blinds in 2 rooms only, not to exceed \$1000 Cushions- not to exceed \$2000, Ron to assist with fabric selection Power outlets- additional outlets after move not to exceed \$500 Moved by Steve, seconded by Gup to approve expenditures as outlined above. Approved unanimously.
Basement	Engineering firm has completed assessment and recommendations. Final fixes have been completed.
Landscapers	Two companies submitted responses to RFP. Melissa pre-interviewed to inquire about potential for irrigation. Marty commented that he has worked with both companies and both provide quality work but often at different prices. To interview both companies.
Policies	Reviewed draft of room use policy. Pending edits.
Next meeting	June 10 th – Landscapers from 4-6 PM, trustee meeting to follow.
Adjourn	Motion by Gup, second by Steve to adjourn. Approved unanimously.