

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

## AGENDA/MINUTES – Regular Monthly Business Meeting

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**Date:** 1/22/13 **Time:** 6:30 PM - 8:10 PM

Attendees: Steve Bush, Scott Campbell, Nate Fredette, Gup Knox, Melissa Prefontaine

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of minutes	Accepted as written	Post	-	Melissa
Treasurer's Report	Lee reported account amounts- have received the quarterly disbursement from the town, pending last quarterly disbursement from the trust funds.	Post	-	Lee
Director's report	Year-end stats were provided in annual report. The end-of-month stats are not ready yet.	-	-	-
Warrant Articles	Discussed warrants and recent input from DRA regarding the wording and legalities of the warrants. Will review and finalize via email and send to Bea tomorrow  <i>Motion: Gup moved to remove the warrant on income generating equipment, seconded by Steve</i> <i>Voted: unanimously accepted</i>	Email	Tonight	Melissa
Upcoming Public Hearings/PR	Discussed erroneous town chatter and how to dispel myths. Need to put out poster boards at town public locations. Need to coordinate with Ron to get professional materials ready ASAP, including mailer. Scott to prepare weekly emails. Scott will f/u with reporter for more articles. Will prepare individual talking points at future meetings.	Coordinate with Ron	This week	Scott/Melissa
Trust Fund Status	Scott networked with a forensic accountant, Dennis Riendeau. Melissa spoke to him regarding the needs to unravel the trust fund. He suggested that we contact a state rep to get involved and negotiate with the AG on our behalf. Scott contacted Terri Norelli (speaker of the house	F/U with Terri Norelli	Next week	Scott

	of reps) last week and updated her on the status. She will look into it and get back to us. Scott will f/u in a week or so. No update from Kate DeForest.			
Election Status	We have 3 open positions this year. Confirmed who is running. Will coordinate with Bea tomorrow individually- Melissa will notify for terms lengths.	F/U with Bea	Tomorrow	Melissa
Insurance Claim	Insurance claim was filed at end of 2012. Adjuster coming on Thursday morning. Jeff Parks will be here as well.	-	-	-
Spinners	Scott went to look at available spinners in Barrington and selected the "newest" ones. They will not be available for a few months and they are willing to store them for us if need be.	-	-	-
Collection Management and Archiving	Bill has catalogued 167 books. We are running out of room to store anything. This brings up the need for us to have designated storage- need to contact the Selectmen. Discussed potential for a trailer/pods and maybe storing them in the horse barn next door or in the Carriage House. Scott reports that the cost of a pod is \$250 drop off, \$80/mo. to use, \$250 to pick up.	F/U with Selectmen	1 week	Melissa
Web Hosting	Scott has contacted 4 companies and is thinking that there are potentially 3 jobs: 1. Hosting 2. In house updates 3. On call services	F/U with companies, create spreadsheet	Next month	Scott
Cleaning	D. Walsh has worked out very well- is doing a more thorough job and is within our budgeted costs. We need to be aware that because she is being paid on payroll thru the town, Debbie will need to swap funds/reimburse accounts. Scott will monitor her total Town hours to ensure that she does not approach the minimum hours that would require insurance/benefits.	F/U with Debbie for accounting	Next month	Lee/Scott
Water	It was mentioned to the Selectmen to research the possibility of a well. Will contact Ron and Jeff	F/U with Ron and Jeff	This week	Scott/Melissa
Fundraiser	Fundraiser scheduled at Barnes and Noble from 10-2 on Sunday, 2/10/13. We are co-hosting with the Pease greeters.	-	-	-
Next Meetings:	<b>LRP:</b> Monday, January 28 <sup>th</sup> @ 6 PM <b>Regular business:</b> Tuesday, February 26 <sup>th</sup> @ 6 PM <b>Budget Public Hearing:</b> Saturday, February 9 <sup>th</sup>	Post	-	Scott

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