

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES –Building Planning Meeting

Date: 4/16/13 Time: 6:15PM - 8:32 PM

Attendees: Steve Bush (6:15PM to 7:30PM), Scott Campbell, Nate Fredette, Gup Knox, Lee Lamson, Melissa Prefontaine, Theresa Tomlinson, Jack O'Reilly, Grace Simms, Ron Lamarre (via phone), Gail Klanchesser (from 8:00pm to 8:15pm)

Minutes/Notes Taken By: Nathan Fredette

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Motion to go into closed session 6:15PM	(Public meeting started late at 6:15 PM) Moted by Melissa to go into closed session to discuss personnel issues as in accordance with RSA 91-A:3 Seconded by Steve Roll call vote unanimous Moted by Melissa to come back into public session Seconded by Steve Roll call vote unanimous @6:26PM @6:28PM public meeting begins	Will review minutes at next meeting and seal for storage		
Meeting minutes approval	Motion by Melissa to approve <i>all</i> previously unapproved LRP and Building planning minutes (4/2/13, 3/26/13, 2/11/13, 1/28/13, 1/7/13, 12/17/12, 12/10/12, 11/29/12, 11/13/12, 11/8/12, 10/17/12, 10/3/12, 9/26/12, 9/11/12, 8/14/12, 6/20/12, 5/30/12) except last week's minutes (4/9/13). Seconded by: Steve Roll call vote unanimous	(All have already been posted)		
Contract for Architect and Construction Manager	Motion by Melissa to authorize the Construction Manager amended contract to be signed by any member of the board not to exceed the previously proposed number. Seconded by: Steve Roll call vote unanimous Amendments to contract are to be agreed upon and signed as soon as possible.	ASAP		Steve

Test Pits	1:30PM 4/18/13 the test pits will be dug as coordinated by Ron and Eric from Altus. Ron will contact the archaeologist to see if they can be present at the digging. Dig safe advised we are all set for test pits. John Stowell will also be present			
Calls to Scott on library project	<p>How to field questions/concerns surrounding the library project. Consultants/engineers/contractors should not be directly contacting Scott - they should be directed to Ron Lamare. In the case of an emergency Scott will contact one of the trustees.</p> <p>Any bids for construction should be directed to Jeff Parks.</p> <p>Patrons and townspeople should be directed to attend meeting, add item to suggestion box, or email box in order to field questions in the meetings. Every effort will be made to address rec'd written questions at the next meeting, with responses posted in the minutes</p>			
Bond	Ron will send a schedule of what the payments are and when they are due as part of documentation to complete the bond agreement-paperwork for bond due by Thursday.	ASAP		Ron/Melissa
Trust Fund	<p>Melissa spoke to Jan regarding access to the vault to complete the collection of trust paperwork in compliance with the AG's office mandate. The Selectmen have approved access on a weekend if Theresa Tomlinson or Luanne O'Reilly is able to open the vault and a single member of the Trustees of the Trust Fund is available to join us in the vault then the Library Trustees are able to make copies and gather information regarding the Library Trust fund. A date will be coordinated with the above people to obtain the remaining financial documents.</p> <p>Melissa has all the information pertaining to what amounts were given directly from to the Trustees of the Library from the Trust funds and will provide that to Nathan.</p>	ASAP		Nate
Foundation	Steve will reach out to our professional library advisor regarding a policy for operating funds and finalize these updates.	Soon		Steve

Planning Board meeting	It's imperative to have the HDC attend the next planning board meeting. Discussed date in terms if we can move up the date to meet with them. Currently, the date is set for a meeting with the planning board is May 20 th . Ron with coordinate with Eric at Altus to see when he can complete him paperwork in the event that we are requested to meet sooner.			
Public Hearings	The selectmen requested another public hearing for residents to have input on design of the library. We informed them that we have been compliant with the laws to this effect- every meeting has been made public, there have been additional public meetings at the town hall, and 2 posted public hearings (not including the annual town meeting). The current design was based on the input from all of these meetings in addition to meetings with the HDC and the planning board. The warrant voted on and approved at town meeting was for a GMP, based on the current design. Any suggestions for changes can be made to the LBOT at a meeting at the library, thru the new "suggestion box" system, or via emails to the LBOT. All design decisions are based on community input, HDC and library trustee's involvement.	Post (minutes)	ASAP	Scott
Extracting Bond money	We are awaiting notification from the Selectman on how they would like the bills to be paid and then the trustees will establish a process.			
Multiple committee discussion	It's not in a conflict of interest by being on more than one board. This has been verified by the AG's office by Gail Pare and sent to Melissa via email. We encourage involvement in the building process by any interested party.			
Complaint	We received a complaint regarding the library sign at the triangle on Nimble Hill and Little Bay rd intersection. We have had positive feedback on the sign as well. As a compromise, we will put it out to announce specific events so it will only be up a few days at a time.			
Adjourn public meeting @8:32	Motion to close the meeting by Melissa Seconded Nate Roll call vote unanimous			