

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

## AGENDA/MINUTES –Building Planning Meeting

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Date: 5/7/13 Time: 6:03PM - 7:39 PM

Attendees: Steve Bush, Scott Campbell, Lee Lamson, Nate Fredette, Gup Knox, Melissa Prefontaine, Theresa Tomlinson(6:03PM - 7:18PM), Jack O'Reilly, Grace Simms (6:03PM - 7:18PM, Ron Lamarre by phone(6:06PM-6:58PM), Gail Pare

Minutes/Notes Taken By: Nathan Fredette

Item	Discussion & Decision
Review of minutes	Motion to accept minutes for 4-30-13 by Melissa Seconded by Gup Vote unanimous
Bricks	Rik Gelinas showed up at Ron's request and brought more brick samples earlier in the week. One of them is an example of water struck brick which match the Library's brick. The Library's existing brick is water struck brick.
Siding	Peter Michaud, NH Dept Historical Resources, advised he is concerned about the board and batten siding and recommended that we look into clapboard. Ron described the cost associated to using clapboard would be substantially higher. Ron advised that he has seen board and batten siding on barns in Newington so this could be used to support the opposition to Peter's recommendation.  Note: The board is not required to fulfill Peter Michaud's suggestions as long the board can support the reason for deviating from the suggestion.
Parking	Peter Michaud advised the curved roadway currently existing leading to the library is historical and deviation from that would reduce the historical aspect of the parking. Parking could be a collaborative effort amongst multiple boards to find the best solution for the town. Reviewed additional parking sketches submitted by Chris Cross. Plan to solicit input from Planning Board on 5/20 regarding parking design option

Granite	Scott reached out Brian Haberstroh and connected Brian with Ron Lamare to work together on trying to integrate granite into the building the most cost effective way. Brian has worked with the town on previous projects related to his expertise in providing and installing granite.
Capital reserve	<p>Capital reserve has roughly \$50,000 left. Recommendation that the reserve not be completely drained, leaving money available for any surprise repairs/maintenance/ect. Recommendation that we use some of the money from the Capital reserve.</p> <p><b>Motion by</b> Gup to retain \$25,000 to remain in the Capital reserve for unforeseen costs until a motion is made by the Board to dissolve the fund.</p> <p><b>Seconded By:</b> Melissa</p> <p><b>Vote unanimous.</b></p>
Foundation status/Fundraising	Scott will reach out to Gail Klanchesser to see if she can help Steve finish up paperwork associated to creation of foundation. Fundraising brainstorm session should occur at 5/21.
Bond payment process	Bond was signed last night and will be available for withdrawals once the board has agreed to a payment process with the Selectmen. The Selectmen requested that we meet with Mike (town accountant) before they accept a payment procedure. Members of the Library board will meet with Mike to facilitate the process ASAP.
Vendors and Support	Anyone looking to provide work or materials for the project should be directed to Ron and Jeff.
Legal Parameters	Discussed legal statutes surrounding the expansion project. Have confirmed with 4 attorneys (including state and local levels) that the LBOT is conforming with laws related to this project.
Suggestion Box	<p>Bird feeding area for bird watching, noted.</p> <p>Door to Scott's office should be more accessible and swung to other side in the project plans, Melissa will submit to Ron tonight.</p>
Meeting with conservation committee	It is the boards understanding the Conservation committee is pending voting in a Chair person. Once they choose their chair Melissa will reach out to set up a meeting to discuss collaboration opportunities
Insurance	Selectmen requested copies of insurance certificates from Ron and Jeff to be sent to the board. Melissa spoke to Ron and Jeff today to make sure compliance occurs ASAP. Melissa asked Ron and Jeff to submit their copy of contractor insurance to the selectmen
Phone technology	Scott is looking into a speaker to improve the audio quality for participants by phone.

Trust fund research	Natalie Ball was denied ability to participate in the trust Fund research. Nate will work with Lee to coordinate retrieving the rest of the documents from the town hall at 3:00PM on Monday the 13 <sup>th</sup> .
Web hosting	The need for alternate Web Hosting has not occurred as anticipated. Suggestion was made that revisit the need in the fall.
Next meeting	Next Meeting with HDC 5:00PM 5/14/13 Next Building Meeting @6:00PM 5/14/13
Meeting Adjourn	Motion to adjourn by Nate Seconded Melissa vote unanimous  Meeting Adjourn @ 7:39PM