

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES –Building Planning Meeting

Date: 5/28/13 Time: 6:05PM - 9:36 PM

Attendees: Steve Bush, Scott Campbell, Lee Lamson, Nate Fredette, Gup Knox, Melissa Prefontaine, Jack O'Reilly, Ron Lamarre(6:05-7:53PM), Gail Klanchesser (6:05-7:22PM), Debbie Kohlhasse (6:05-7:22PM), Melanie Burger (6:05-7:22PM), Mary Rash (6:05-7:22PM), Bill (6:05-7:22PM), Gail Pare(6:10PM - 7:53PM back at 8:15PM -9:11PM) , Theresa Tomilson (6:27PM-8:50PM), Grace Simms (6:27PM-8:50PM), Martin Callahan (7:08PM-8:28PM)

Minutes/Notes Taken By: Nathan Fredette

| Item | Discussion & Decision |
|--------------------|---|
| Review of minutes | Nate will add revisions and send to trustees, table vote until next week. |
| Staff meeting | Ron performed a needs assessment for the staff and discussed the addition with the staff. Staff expressed concerns about security as it relates to points of access to the building. Furniture discussion will be postponed. Ron mentioned there is a separate budget for furniture. Ron showed the staff that the kitchen would have a full wall. A full wall will allow for items on the opposing side to be displayed. |
| Personnel policies | Document personnel files and lock them in the library. Recommendation to use a merit based system. Jack will review town policies to assist in defining a process. |
| Directors Report | tabled |
| Treasurers report | Treasurer Gup Knox presented info regarding available funds. |
| Letterhead | Martin Callahan was present to discuss the new Foundation logo and possibilities or ordering letterhead. To provide us with more information regarding costs |

| | |
|-------------------------------|---|
| Job description | Gup has completed the job description for the library director and sent to trustees for review. Will continue to work on job descriptions and personnel policies for all library staff. |
| Fundraising ideas | Melissa reached out to Carl Lindblade from UNH (who gave lecture at NHLTA meeting on fundraising). Carl suggested car raffle and go to big business and make appointments to get funds. Hiring a professional fundraiser is not necessary in Carl's opinion. However, Scott has also spoken to another professional fundraiser who was hired for other local library expansion projects. He sent her resume' via email- trustees to review and discuss at future meeting. |
| Contractors access to Library | Melissa discussed that we need a policy for contractors to come to the library and gain access. A combination lock box will be given to Jeff Parks the Construction manager to give to contractors attempting to access the library. Scott will arrange a separate security access code from the Security Company that will also be given to Jeff. |
| Moving supplies | Selectmen approved moving valuables to the vault at the Town Hall for safe storage during the construction process. Items to be removed by Rick (building maintenance). Need to be bubbled wrapped and stored. |
| Planning Board | Obligation to the Planning Board seems to have been met. Melissa will write a letter to Tom Morgan stressing the timeliness of the project so that we don't default on the bond, which will result in penalties if delayed. The trustees will still meet with the Planning Board on June 3 rd to ensure they are comfortable with the projects direction. Ron will bring specifications and review them with the board. |
| Meetings with Ron | Meetings with the architect will cease to be weekly at the end of June. Conversations will still be held as needed with Ron. |
| Bond bill payments | Will provide PO to town to extract payment for architect fees to date |
| Closed Session | <p>Motioned by Melissa to go into non-public session discuss personnel as in accordance with RSA 91-A:3:II @9:12PM Roll call vote unanimous</p> <p>Motioned by Nate to come back into public session @9:29 PM Seconded by Steve Roll call vote unanimous</p> |
| Next Meetings | <p>Next Building Planning Committee Meeting @ 6:00PM 6/4/13</p> <p>Next Regular business meeting @6:00PM 6/25/13</p> <p>Meeting with Planning Board @6:30PM 6/3/13</p> |

| | |
|-----------------|--|
| | Meeting with Selectman @6:30PM 6/17/13 |
| Meeting Adjourn | Motion to adjourn by Melissa Seconded Nate vote unanimous Meeting Adjourn @ 9:36 PM |