

## Newington Library Board of Trustees (LBOT) Meeting Minutes

**Date:** 22 October, 2013

**Present:** Trustees Melissa Prefontaine (M), Lee Lamson (L), Steve Bush (S), Gup Knox (G), Jack O'Reilly (J), Library Director Scott Campbell (SC), Deb Zabkar (D) @ 6:30, DD Welch @ 8:00

Called to order by Chair M at 6:00. J announced he had been sworn in by the Town Clerk as a Trustee.

**Minutes:** Moved by J, second by G to approve October 8th, 2013 public and non-public meeting minutes and 10/11/13 public minutes. Approved 5-0

**Treasurer's Report:** Accepted and placed on file in the library. Our budget is "on track". With 20.8% of the year left we have 21% of our funds left.

**Director's Report:** The New England Library Association conference went very well. SC is now the founder of the Northern New England Atrium Users Group. SC briefed the LBOT on discussions held about budgeting/spending Trust Fund interest.

**Fire Panel:** Low batteries caused the alarm to go off for 2 hours until tech arrived to fix. M spoke with Fire Dept. to discuss set up changes for the new building and will look into a service contract. This situation revealed issue with lack of phone lines to the building. New building to have separate lines for fire/security/phone. Will incorporate in budget. J suggested putting a label on the alarm panel with Hackworth's contact info in the interim.

**Change Orders:** We usually get a "heads up" if one needed. It was agreed that Urgent ones can get a verbal/email majority approval with a formal follow-up vote documentation at a next LBOT meeting.

**Lighting:** Bids are all coming in over estimates. Moved by L, second by G to authorize spending up to an additional \$15,000 for lighting. Approved 5-0.

**Meetings:** Ron Lamarre, architect needs to meet with the Board every 2 weeks. The LBOT will split its business meetings up to the alternate weeks (trying to keep meetings shorter). This schedule will remain in effect most likely through the new construction period. The exception will be no meeting on 11/12 due to the open house on 11/13. Ron reported to M that he met with the Town's Building Inspector to discuss details of ongoing inspections and problem resolutions. The meeting went well.

**Paving:** We may not have enough in our Contingency funds to cover the expanded parking lot. The new design is preferred by all other affected boards. J suggested putting the second coat in next year's operating budget to let voters know about the situation. The Board of Selectmen

have changed from offering to help with the paving costs to having Library funds used only (see below BOS minutes). There were other undocumented offers to help with the cost.

From the 9/9/13 Board of Selectmen (BOS) minutes: "The Paving of the parking lot was discussed. Cosmas Iocovozzi stated that the Board might be able to find the \$7,000 originally discussed for the paving project but not \$33,000."

From the 10/14/13 BOS minutes: "The Board stated that if there were no funds left over in the library addition budget they would advise to place it on the 2014 Town Meeting warrant."

**Sign:** M discussed location with Cemetery Committee rep M. Lamson and HDC rep G. Pare. The LBOT agreed to include costs in next year's budget (will use cost of town's sign at Fire Dept.) and look at any design modifications at a later date.

**Water Line:** No new information. Work has not started. M will try to get information from Portsmouth Public Works Director.

**Personnel Policy:** Still being reviewed. M is reviewing staff comments. We may want to hold a meeting with staff after issuance.

**Staffing:** Needs to be looked at with an eye to new building needs to insure efficiency and continuity.

**2014 Budget:** Did a line-by-line review. Need insurance costs from the Town Hall. We will meet with D again in 4 weeks to finalize. Had extensive discussion about budgeting and expending Trust Fund interest and Grants. M will look into with Concord.

**Non-Public:** At 8:15, moved by J, Second by S to go into non-public session per RSA 91-A:3 II (a) personnel. Roll call vote 5-0

**Non-Public:** At 8:40, moved by S, second by L to come out of non-public session. Roll call vote 5-0. No votes were taken during the session.

Moved by S, second by L to seal the non-public minutes indefinitely. Approved 5-0

**Flooring:** Agreed to let our Contractor, Jeff Parks renegotiate flooring costs.

**Book Movers:** SC discussed bids received. Moved by G, second by L to award the contract to National Library Movers not to exceed \$6400. Approved 5-0

**Adjournment:** At 8:55 moved by S, second by J to adjourn. Approved 5-0