

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES –Business Meeting

Date: 11/18/2013 **Time:** **6:00 PM – 8:35 PM**

Attendees: Gup Knox, Lee Lamson, Melissa Prefontaine, Scott Campbell

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision
Regular business	Review of minutes, treasurer's report, director's report, and other regular monthly business postponed until next week.
Security	Discussed that new security system will be installed tomorrow and informed trustees of new security codes.
Performance Evals	<p>Scott had prepared the performance evals for each staff member with the exception of Mel- Gail to work on Mel's. Each employee's work performance was reviewed. Discussion ensued regarding need for reorganization and cross training of staff to be efficient in the new building, hours depending on skill levels and needs, and proposed merit raises for each.</p> <p>Motion by Gup to approve performance evals and staff raises and to have Scott present to each staff member. Seconded by Lee. Vote: Unanimous.</p> <p>Gail to complete Mel's review and will present along with 1 trustee</p>
Budget	<p>Reviewed budget extensively, line-by-line. Reviewed recommendations made by our bookkeeper. Attempted to balance the budget as much as possible. Increases primarily due to increase in cost of health insurance, changes in staffing (added cleaning person, need to add 2 hours each week to accumulate enough time to cover for Scott's vacation time), and minimal increases for estimated utilities. This will be the first year that the trust fund earnings will be accurately recorded in the budget.</p> <p>Motion by Gup to approve budget as edited in Google Docs and provide to Selectmen for review. Seconded by Lee. Vote: Unanimous</p>

Non-public meeting	<p>At 8:05 PM, motion by Gup, seconded by Lee to go into non-public session per RSA 91-A:3 II (c) personnel. Roll call vote 3-0.</p> <p>At 8:35 PM motion by Gup, seconded by Lee to come out of non-public session. Roll call vote 3-0. No votes were taken during the session.</p> <p>Motion by Gup, seconded by Lee to seal non-public minutes indefinitely. Vote: Unanimous</p>
Adjourn	<p>Motion by Gup, seconded by Lee to adjourn. Vote: Unanimous</p>
Next meeting(s)	<ul style="list-style-type: none"> • Tuesday, 11/19/2013- noon @ library- to review electrical and security plans • Potential meeting during the day on Wednesday to review budget again prior to meeting Selectmen- see calendar for details • Selectmen/budget review- Thursday, 11/21/2013 @ 7:30 PM at Town Hall