

Newington Library Board of Trustees (LBOT) Meeting Minutes

Date: 26 Nov, 2013

Construction Portion

Present: Trustees Melissa Prefontaine (M), Gup Knox (G), Steve Bush (S), Lee Lamson (L), Jack O'Reilly (J), Library Director Scott Campbell (SC), Ron Lamarre (R)

Called to order by Chair M at 5:30

- Reviewed floor materials for entrance, break room, kids room. Moved by S to approve those presented by R, second by G. Approved 5-0
- R presented material for "clouds" in kid's room. It is sound absorbing
- Lights have been ordered and delivery scheduled
- Water line has been connected. Will test it next week.
- Per M, acting Fire Chief wants an independent review of the final sprinkler system design. R will handle.
- Estimated completion dates are new addition late February 2014, old renovation in May
- Next construction update meetings will be 12/6 and 12/13

Construction portion closed at 6:15. M opened:

Foundation Portion

Present: Trustees Melissa Prefontaine (M), Gup Knox (G), Steve Bush (S), Lee Lamson (L) Jack O'Reilly (J), Library Director Scott Campbell (SC), Bookkeeper Deb Zabkar (D)

Discussed whether to dissolve or continue:

- Can dissolve and return donations or get donors' OK to transfer to LBOT control. Would need to open a fund account and close existing one. Would have to vote to accept these funds at a public hearing (possibly 12/17)
- Foundation was started by Trustees-they cannot be the majority as currently is the case
- Foundation was started in 1/13. Some paperwork is still outstanding (e.g. IRS form 1023)
- Would need a pool of volunteers to run so it could continue. Hard to get.

Moved by L, second by G to dissolve the Foundation. On a roll call vote, Yes - M, L, G; No – S, SC (an original founder). Abstaining, J (not involved in establishment) and D (Foundation Treasurer). Motioned approved.

Actions required:

- File paperwork with the State, S will do
- Letter to donors. SC will do
- Issue appropriate paperwork with IRS. D will do

Motion by G, second by S to complete the Foundation portion at 7:17. Approved 5-0. M opened:

Regular Business Portion

Present: Trustees Melissa Prefontaine (M), Gup Knox (G), Steve Bush (S), Lee Lamson (L), Jack O'Reilly (J), Library Director Scott Campbell (SC)

Minutes: Moved by G, second by L to approve public minutes from 11/13, 11/15, 11/18, 11/19, 11/20 and non-public minutes of 11/18. Approval unanimous by LBOT for those meetings that they attended

Treasure's Report: Account balances presented. Budget is on track. Report on file in the library

Director's Report:

- Staff evaluations are complete
- Working on the IT plan
- Working on new phones and furniture
- Would like to have the Newington Public School students attend a tour of the new addition. Moved by G, second by J to pay the bus costs for the school. Approved 5-0

Personnel Policy: L suggested a few minor edits. OK with all. M will email SC the final version. SC will get copies made at Staples then a time/date will be set to meet and discuss the policy with staff.

AED: Acting Fire Chief gave M the State contact information for purchase to save money. Fire personnel will train staff if requested. Decision was made to defer purchase until next year.

Warrant Article: Discussed the request from some residents to expand the hours and programs once the addition is completed. The LBOT had stated during 2013 Town Meeting's bond discussions that the 2014 budget wouldn't reflect increased operating hours. To ensure total transparency and since some residents have requested it, a separate Warrant Article will be presented at 2014's Town Meeting to see if the Town will vote an additional \$8000 for increased operations. J has the lead.

Staff: Discussed what/if any end-of-year gifts will be given. G moved to give the same amounts as last year, second by J. Approved 5-0

Next Meetings: Construction progress meetings on Friday, December 6th and 13th @ 11 AM.
Construction tour December 13th @ 10 AM. Library business meeting Tuesday, December 17th
@ 6 PM.

At 8:20, moved by L, second by G to adjourn. Approved 5-0

Respectfully Submitted

Jack O'Reilly

Accepted