

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: 2/28/12 Time: 6:00 PM – 8:15 PM

Attendees: Scott Campbell, Steve Bush, Lee Lamson (left @ 7:40 PM), Melissa Prefontaine, Grace Simms, Mark G. Phillips (from 6:35-7:00 PM)

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Review of Minutes	Reviewed last month's minutes- no changes. <i>Vote: unanimously accepted</i>	Post	Melissa
Director's report	Was sent via email prior to the meeting. Reviewed numbers on electronic version. Reviewed computer specs, library conference in Hanover (approval via email vote), and update on security. <i>Motion to allow Director to purchase 2 new computers with a cost of up to \$1000 each. Unanimously accepted</i> <i>Motion to purchase/approve work for the addition of 2 new wireless panic button/alarms. Unanimously accepted</i>	~	
Treasurer's report	Reviewed end of year budget/numbers. After encumbered funds, there is approximately \$1,100 left in budget. Town has advised that this be left in account to cover potential overages that may come up with end-of-year accounting. Checking account currently has \$14,580.43 and the Debit account has \$9,528.80. Discussed usage of Trust dividends monies for this year. Immediate plan is to spend portion on computers. Will continue to develop a plan for combining trust monies and operating budget into one for 2013.	~	
Trust fund	Mark G. Phillips joined us to answer questions regarding the trust fund(s). Discussed how funds were established, invested, and maintained. Reviewed past years growth, losses, and dividend amounts. Currently, the Library receives \$3000 per quarter in dividend money. Motion that we will request up to the residual amount in dividends of the trust	Follow up with Trustees of the Trust Fund	Steve

	fund at the beginning of each year, starting now. Unanimously accepted		
Staffing	Scott has been working on the new staffing schedule to be implemented the first week of April (based on results of Town Meeting/budget approval). He reports that the most logical schedule will be one that has staff working 4 hour increments. He plans to have all slots filled by the end of the month.	-	
Shelves	Scott heard from Chip that new shelving is in process and should be here by mid-March. Discussed logistics of moving items and storage of old units. Scott will coordinate.	-	
Bylaws	Final corrections made based on suggestions from lawyer. Trustees signed official copy.	Place in policy manual	Melissa
Policies	There is one final section that needs work- regarding internet usage. Lee offered more corrections- Melissa will correct working copy. Scott to contact Tom for more input.	Contact Tom	Scott
NH Trustees meeting	Discussed possibility of attending annual NHLTA meeting, to be held in Bedford this year on May 21 st . Steve and Melissa noted that they would like to go. Will discuss and coordinate via email.	-	
Town Meeting	Discussed 1 page pamphlet to have on table in Town Hall for Town Meeting. Steve will plan on memorizing this and the poster board information for a short presentation if the need arises. All trustees to be prepared to answer questions at meeting.	Memorize handouts/materials	All
Additional trustees	Discussed recruitment of trustees- Scott prepared a list of those who responded to the survey that they would like to be involved in the Library in some way and those who have verbally indicated an interest. Discussed the need for diversity on the board and those with a willingness to work for the greater good of the community without a personal agenda. Scott will contact potential candidates to inquire if they would like to potentially be a trustee or on a future committee. The plan is to finalize selections to present the names to Selectman for March meeting. This does not preclude others who wish to be considered.	Recruitment	Scott
Additional hours	Increased open hours to begin on Wednesday, April 4 th . The plan is to also host an Open House on that day, to introduce new hours and showcase new shelving. Will make concrete plans at March meeting.	-	
Future meetings	NOTE: The scheduled meetings in March are swapped from their typical days due to the Town Meeting. Town Meeting: Saturday, March 17 th @ 10:30 AM	Post	Scott

	Selectmen meeting: Monday, March 19 th @ 6 PM?- Bead to confirm time Regular business meeting: Tuesday, March 20th @ 6:00 PM Initiation of LRP advisory board: Tuesday, March 27 th @ 5:30 PM		
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ACCEPTED