

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: **4/24/2012** Time: 6:00 PM – 8:50 PM

Attendees: Scott Campbell, Steve Bush, Gup Knox, Melissa Prefontaine

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Emailed reports	Reviewed (previously emailed) monthly director and treasurer reports. Discussed potential change in the format of the treasurer report (proposed by Debbie). Will further discuss via email with other (absent) trustees.	Email alternative format	Scott
Minutes	Reviewed last month minutes and the notes from the 2 public focus group meetings. Vote: Unanimously accepted	Post	Melissa
Digital Media	Discussed Overdrive Advantage program- cost is \$1500 (will not prorate). Scott reports that other surrounding libraries are using this and have had good results. Also discussed Freading (to compliment, not substitute Overdrive). Scott will coordinate with reps to get more info, cost, proposals, etc. Will also discuss at Seacoast Co-op to see what other libraries are doing. Will plan to post on NHLTA list serve for more input.	Obtain info from Seacoast Co-op Obtain info from NHLTA list serve	Scott Melissa
Branding-guest presenter	Greg Pepin- has been working on a Library logo. Demonstrated some designs. Provided feedback. Will rework. Will discuss payment at new meeting (with full board input).	Discuss at next meeting	Full board
Insurance	Reviewed coverage of building and contents, which appear low. Need to contact rep, review policy, and see if we should increase insurance to reflect current replacement value.	Contact rep.	Steve
Movie Night	Discussed when outdoor movie night should begin- decided to wait until after school has ended. First outdoor movie night to be held on June 20 th . To coordinate with mosquito/tick spraying to occur just prior to event. Will also contact Rec. Dept. to see if they want to co-sponsor and/or provide food.	Swampfixers Bob Dell Isola	Melissa Melissa
LRP	Discussed key player and coordination of activities for first LRP Advisory Board meeting next month. Task force sub-groups to include: Trust Funds/Grants, Marketing/PR, Finance/Fundraising, Historic, and Building programs/ADA	Email list	Melissa

	compliance. Each board member will need to volunteer for a group and attend any meetings. Will distribute list via email to the other board members and divide into groups.		
Trust Funds	Melissa and Nate plan on going to Probate Court on May 3 rd to investigate Trust Fund info.	—	
Training	Training has been suspended at State level until further notice. Mel may take cataloging class. Scott discussed need to cross-train staff when courses become available.	—	
Security	Security company left 3 types of panic buttons to choose from. Vote: Unanimously voted for the small, discreet square button	Coordinate with security company	Scott
Landscaping	Discussed need for flowers out front. Kaytee volunteered to take care of all of the planters.	—	
Old Town Hall	Discussed trying to see if we can get immediate access for closed session meetings, as there is no private space in the Library to discuss issues (ie, staff, etc).	Contact Town Hall	Steve
David King	David will be here on May 4 th to re-evaluate the building, along with Peter Michaud from the Division of Historical/Cultural Resources Department. Will revise the building condition survey.	Present for re-eval	Gup (and Lee)
Web Site	Need to add sections to the Library webpage to display information related to LRP. Scott to instruct Mel on proposed changes. Also discussed potentially having info posted on the Town Website.	Mel to revise website Town Website	Scott Melissa
Museum Passes	Discussed museum pass reimbursement. Also need policy. Scott will work on wording, Melissa will format. Vote: Unanimously accepted to change policy that Library will reimburse ½ the cost of any museum pass	Policy	Scott Melissa
Next Meetings	Tuesday, May 15 th @ 5:30- for LRP Advisory Board Monday, May 21 st - NHLTA conference Tuesday, May 22 nd @ 6 PM- Regular Business Meeting	Post	Scott
Closed Session	Vote: Unanimously voted to end public meeting and go into closed session to discuss staffing issues.	—	