

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: 5/22/2012 Time: 6:00 PM- 8:20 PM

Attendees: Scott Campbell, Steve Bush, Lee Lamson, Gup Knox, Nate Fredette, Melissa Prefontaine

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact																		
Review of minutes	Reviewed minutes from last meeting. No revisions. <i>Vote: unanimously accepted as is</i>	Post	Melissa																		
Reports	Treasurer's report sent via email. Have spent 46% of annual budget to date. Director's report- stats sent via email. Numbers have plateaued, Discussed potential new summer programming, increase use of eBooks, and new shelving added to existing stacks (by John Klanchester). The 7 new shelves provide almost 23 linear feet of book space. We continue to find ways to maximize space in a cost efficient manner.	—																			
Election of Officers	Previous annual officer appointments were delayed, as not all trustees present at previous meetings. Current assignments to remain, with the new trustees to serve as backups for treasurer and secretary (to learn roles and fill in as needed). <i>Vote: unanimously agreed to following officer assignments:</i> Chair- Steve, Treasurer- Lee, Secondary Treasurer- Gup, Secretary- Melissa, Secondary Secretary- Nate	—																			
LRP	Discussed division of activities to help organize future LRP meetings. Discussed trustee key contacts per activity: <table><tr><th>Activity</th><th>Primary Contact</th><th>Secondary Contact</th></tr><tr><td>Marketing/PR</td><td>Scott</td><td>Nate</td></tr><tr><td>Trust Funds</td><td>Melissa</td><td>Nate</td></tr><tr><td>Monies (Grants/Fundraising/Foundation/Financing)</td><td>Steve</td><td>Melissa</td></tr><tr><td>Historic</td><td>Gup</td><td>Lee</td></tr><tr><td>Building Codes</td><td>Gup</td><td>Melissa</td></tr></table>	Activity	Primary Contact	Secondary Contact	Marketing/PR	Scott	Nate	Trust Funds	Melissa	Nate	Monies (Grants/Fundraising/Foundation/Financing)	Steve	Melissa	Historic	Gup	Lee	Building Codes	Gup	Melissa	—	
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	<div>Building Plan</div> <div>New Services</div>	<div>Lee</div> <div>Scott</div>	<div>All other trustees</div> <div>Steve</div>		
	LRP meeting next week- Tom to help direct/organize activities. No building/space report or amended historical district report to review.				
Movie Night	Set-up company hired for first outdoor movie night on June 20 th . Due to cost, will consider 3 total outdoor movie nights, dependent upon attendance. Will sell popcorn and soda. Movie options to be voted on via the Library Newsletter. Will consider indoor movie nights (weekly- on Tuesday or Wednesday) if new TV can be procured for a reasonable price. Scott working on soliciting a donated TV and will price out if needed.			<div>Research TV options</div> <div>Post movie night/coordinate details</div>	<div>Scott</div> <div>Scott/ Melissa</div>
Trust Fund	Melissa and Nate discussed findings from research at Probate Court and from review of Town Reports. Additionally, discussed legal advice from Kate DeForest and Justin Richardson. As funds have not been handled according to State law for several decades, will require assistance in establish a correct protocol for investment, usage, and disbursement. To coordinate with Trustees of the Trust Fund and potentially hire legal counsel.			Set up meeting with Trustees of Trust Fund	Melissa
Digital Media	<p>Discussed Freading and Overdrive Advantage programs. The Overdrive Advantage program has a limited time no set-up fee offer that would be less expensive than we anticipated. We budgeted to try this program for this year. Scott will coordinate with the rep.</p> <p><i>Vote: unanimously agreed to initiate Overdrive Advantage on a trial basis for the remainder of the year.</i></p>			Set up account with Overdrive Advantage	Scott
Training	Scott discussed upcoming staff training and development, expressing difficulty with attendance due to vacations/unavailability. Will continue to provide in-house training as time permitted. There is a pending trustee workshop offered by the AG's office that occurs during many trustee vacations. No one is available to attend. Lee is planning to attend a Trust Fund program in Concord in June. Steve and Melissa attended the NHLTA annual meeting yesterday and reported several helpful tidbits. Will continue to discuss at future meetings.			—	
Policy update	New ADA policy created and will be distributed via email for trustee review. Discussed details of new museum pass policy. Melissa will write and distribute via email for trustee review.			Email distribution of draft policies	Melissa
Security	Scott to train staff regarding usage of security system and panic button. Also discussed specific patron scenarios and appropriate staff responses. Scott to follow up with Chief of Police to discuss particular concerns.			Police	Scott

Web-site additions	Discussed needed additions to website- Mel out sick for extended time and has not been able to add to website. Scott with coordinate changes.	Web site info	Scott
Library Logo	Reviewed logo design by Greg Pepin. Accepted design. To inquire about copyrighting. <i>Vote: unanimously accepted logo design and fee.</i>	Logo	Scott
Budget	Discussed disbursement schedule of annual budget. Scott and Lee will compile list of info to review with Selectmen. Will attempt to meet in July.	Selectmen Meeting	Melissa
Closed Session	<i>Vote: unanimously voted to end public session and go into closed session to discuss staffing issues.</i> Into closed session at 8:10 PM, out at 8:20 PM.	—	
Next Meetings	<ul style="list-style-type: none"> ○ LRP: Wednesday, May 30th @ 5:30PM (had been postponed due to Scott being out sick) ○ LRP: Tuesday, June 19th @ 5:30 PM (may change- see Library calendar for confirmation) ○ Regular monthly meeting: Tuesday, June 26th @ 6 PM ○ OUTDOOR MOVIE NIGHT: Wednesday, June 20th @ 8:30 PM 	Post	Scott/ Melissa