

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: 5/30/12 **Time:** 5:35 PM – 9:05 PM

Attendees: Scott Campbell (Director), Tom Ladd (consultant), Steve Bush (Chairperson), Melissa Prefontaine (Secretary), Lee Lamson (Treasurer), Grace Simms (Alternate); Theresa Tomlinson, Gail Pare (left intermittently), Ray Mitchell (guest speaker)

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Intro	Welcomed guests, introduced all members. Discussed purpose of LRP meetings going forward.	–	
Guest Speaker	Ray Mitchell from Trident Communications provided information regarding fundraising. Discussed need for feasibility study; process of initiating advancement through communication, encouraging relationships, determining needs, support, working with legal, architect, planners, etc; creating relationships that lead towards developing investors/donators.	Discuss needs at future meetings	LBOT
Space Report	Tom reviewed revised Space Needs Report. Essentially, Dahlgren standards indicate a need to add between 4000-5000 sq. feet (dependent upon potential removal of previous addition). This is a conservative-to-mid level assessment, taking into consideration flexible use space and addressing all of the previously determined community needs (via survey and focus group meeting).	Available in Library- to post on website	Scott
Timeline	Discussed need to reach out to architects to determine interested parties and start conceptual building design process. List previously determined and available on GoogleDocs.	Call/send letter	Lee
Sub-groups	Discussed interest of volunteers in specific LRP activities, to help focus future meetings. May have smaller sub-group meetings with 1 trustee rep and bring info back to bigger group on monthly basis (or more as needed).	Post on website	Scott

	Activity	Primary LBOT Contact	Secondary LBOT Contact	Volunteer		
	Marketing/PR	Scott	Nate			
	Trust Funds	Melissa	Nate	Gail		
	Monies (Grants/Fundraising/Foundation/Financing)	Steve	Melissa			
	Historic	Gup	Lee	Gail		
	Building Codes	Gup	Melissa	Grace		
	Building Plan	Lee	All other trustees	Grace, Theresa		
	New Services	Scott	Steve			
Logo	Premiered new logo to group- will start branding, adding on letterhead, website, etc.				Branding	Scott
Trust Fund	Waiting for response from Trustees of the Trust Fund to set up meeting				Continue to contact	Melissa
Historic Review	Report not available.				—	
Next Meetings	<p>Note that additional sub-group meetings may take place in the interim. To be posted 24 hours in advance, per usual methods.</p> <p>Monthly meetings to now occur on the 2nd and 4th Tuesdays of the month.</p> <p>LRP- Tuesday, June 12th @ 5:30 PM</p> <p>Regular monthly meeting- Tuesday, June 26th @ 6 PM</p>				Post	Melissa/Scott