

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: 6/20/12 **Time:** 5:35 PM – 7:15 PM

Attendees: Scott Campbell, Tom Ladd, Steve Bush, Melissa Prefontaine, Lee Lamson, Grace Simms, Gup Knox, Nate Fredette

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Review of previous meeting notes	Accepted notes as presented <i>Vote: unanimously approved</i>	Post	Melissa
Architect letters	Lee had contacted a couple of architects and was told that we need a Request for Proposal or a Request for Qualifications. Discussed best course of action, information to request, and timeline. To send out letters for a Request for Information and Qualifications within 1 week, with a deadline for response by July 15 th . Will discuss responses at next meeting and will decide on whom to send a Request for Proposal to. Discussed notion of bringing in Nolan Lushington at this point to help guide us in the process. Scott will contact him and get more information regarding his costs and availability. Scott has also created a list of Architects to send requests to. Melissa will initiate letter- Lee and Grace to revise and send out.	Contact Nolan Lushington Convert Architect list to spreadsheet Draft letter Send letters	Scott Melissa Melissa Lee
Building Plan	Tom made changes to plans based on comments from our last meeting and emailed responses from LBOT. Primary change was the assignment of flexible space to dedicated space. Overall square footage remains the same. Discussed concerns with entrance- having one entrance, keeping the front entrance “looking the same”, ADA needs, etc. Note on building plan, added section 7 that lists residual concerns in the plan, including: need to comply with historical registry codes, septic specifics, land lot size, type of sprinklers needed, furnishings, fundraising, indoor/outdoor space.	—	
Foundation	Steve has researched into creating a foundation and one concern that was discovered was the need for officers aside from the LBOT. Additionally, will need legal counsel. Discussed in length whether pursuing the creation of a foundation is a purposeful use of time and resources. Scott will attempt to find a lawyer that may be able to assist us pro bono. Will re-discuss at future date.	Free legal services	Scott

Fundraising	Discussed the in-service at last meeting regarding the possibility of hiring a firm to assist in fundraising. Unanimously agreed that the proposed plan would not be beneficial for our particular needs and not fiscally responsible. Discussed the need for creating fundraising ideas to engage the townspeople in the building process while donating what they can. Also discussed sending a letter to the businesses in town, asking for donations. Nate to work on a form letter. Melissa discussed getting information from her father on fundraising techniques, as he has raised much money for various activities in the seacoast area. Nate and Melissa to have separate meeting with him to gather information.	Letter to send for donations Meet with Bob Krasko	Nate Nate and Melissa
Next steps	Will review architect info at next meeting (July 17 th), will try to meet with Nolan Lushington, will send out RFP's by end of July/beginning of August. General plan is to review proposals/select an architect and create building drawings to present in a public meeting by late fall.	—	
Next Meetings	Outdoor movie night- tonight at 8:30 PM (next on 7/25, 8/22) Next Regular meeting(s): Tuesday, June 26 th at 6:00 PM, July 24 th at 8:00 PM Next LRP meeting(s): Tuesday, July 10 th @ 5:30PM, August 14 th @ 5:30 PM	Post	Scott/Melissa