

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

(with discussion on Long Range Planning)

Date: 07/24/12 Time: 5:45 PM - 8:30 PM

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

Guest: Grace Simpson (until 6 PM), Mark Phillips (until 6:15 PM)

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Architects	Discussed number of architects who responded to our RFQ/I's. Discussed criteria to assess responses: number of NH libraries completed, number of NH libraries where they went thru to Town Meeting, historic buildings, provided timeline, will provide PR, green construction, cost per square foot. Nolan was not able to attend today, so we will put off a serious review until he is available (so that we are not repeating our efforts).	–	
Trust Funds	Mark Phillips in attendance to discuss minutes from Selectmen meeting, in reference to the library trust funds. Discussed current state of affairs with the trusts and our efforts to better organize the structure and money disbursement of the funds. Acknowledged the need to submit a revision of the minutes to the Selectmen. Will continue to investigate into the funds and separation of specific funds and potential usage of reinvested interest. Will send a letter to the Trustees of the Trust Fund to receive the total remaining interest each year, at the end of the year. Gail and Melissa will go to Town Hall to search for records in the vault, later this week.	F/U with Selectmen F/U with Trustees of the Trust Fund	Lee Lee
Selectmen	Discussed need to notify Selectmen with revisions to the minutes, including the notations on their minutes regarding meeting us at the library (which did not occur; July 9 th minutes). Discussed how to proceed with revising the process of budget disbursements. Need to prepare a letter stating minute revisions and present at next Selectmen meeting (which appears to be on August 6 th). Need to prepare a purchasing SOP for the library to present to Selectmen. Need to present our request for disbursement plan revision at future Selectmen meeting. In the interim, we will continue to pay bills	Creating SOP Minute revisions	Lee, Steve, (and Debbie) Melissa and Scott

	according to our approved process, as notification from Selectmen on an agreed change in process has not occurred. Per RSA 202-A:11- "Libraries expend all moneys raised and appropriated by the town or city for the library purposed and shall direct that such money be paid over by the town treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen."		
Review of Minutes	Reviewed- no revisions. Accepted as presented. <i>Vote: unanimously approved</i>	Post	Melissa
Treasurer's report	Lee sent out financials by email. Reviewed spending to date- we are slightly below expected expenditures, but with fall/winter approaching, these numbers are expected to level out. Museum reimbursement program is starting to take off (line item 01-4550-46-680)- we have exceeded our yearly budgeted monies for this item.	—	
Director's report	<p>Scott sent out report via email. Stats are consistent and/or climbing. Had over 1000 items checked out last month. Added 9 new patrons for June. Had a record number of 77 people on Wednesday (July 18th). Summer (kids) programming going very well.</p> <p>Security alarm issue- recently, the alarm was set off and the trustees were not notified accordingly. Scott has notified the alarm company (Central Signal and Central Dispatching- to be forwarded to the Rockingham County Sheriff's Department) with the proper procedure and the current list of trustees (phone tree).</p> <p>EJ will be fixing door this coming weekend and upgrading kitchen with storage. The front entrance will be boarded up until he is done.</p> <p>Overdrive cost has gone up to \$400/year.</p> <p>TV- needs to be picked up. Scott and Melissa will get on Friday.</p>	—	
Movie night	Will be showing Big Miracle this month and Hunger Games next month (and will be doing a collection for local food pantry). Scott to contact Rec. Dept. about their participation/donation. Need to get ice.	<p>Move signs, get ice</p> <p>Contact Bob Dellisola</p>	<p>Melissa</p> <p>Scott</p>
Budget	Steve proposed a subcommittee to start working on 2013 budget and present to the group in August/September. Current budget documents on GoogleDrive. New option is SkyDrive- Melissa will upload documents	Upload documents	Melissa

	related to budget. Available trustees will meet in August and will plan to meet with Debbie in September. Need to investigate how the Town staff are paid (in terms of COLA vs. step raise). Will arrange date via email.	Town Hall raises	Steve
Fundraising	Melissa met with Bob Krasko (father, from Greenland) - discussed fundraising ideas including: dinner dance, silent auction, raffle tickets, letters to businesses, meet with "big 5 or 6" businesses, sell a brick-plaque-stack, x-mas trees, door-to-door. Will readdress at next meeting and discuss logics.	—	
Next meetings	Next LRP meeting(s): Tuesday, August 14 th @ 6:00 PM Next Regular meeting(s): August 28 th at 6:00 PM Next Outdoor Movie Night- July 25 th (tomorrow), August 22 nd	Post	Melissa