

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: 8/14/12 **Time:** 6 PM- 8 PM

Attendees: Scott Campbell, Steve Bush, Melissa Prefontaine, Lee Lamson, Nate Fredette, Grace Simms

Notes taken by:

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of agenda and previous notes	Today's focus in on LRP topics. Will discuss regular business items, time permitting. Anything requiring votes (regular type topics) will require a special meeting. No additions. Will postpone review of minutes until next meeting in 2 weeks.	–		
Consultant status/Building Program	Nolan not available in person but available for consultation. Tom available for consultation as well. Discussed with Tom (via phone) his remaining concerns regarding the building plan. Will be ready for next week.	Tom to complete draft of 2.0- will email and we can review/respond	August 20 th	All
Review of Architects	Discussed all submissions. Each trustee ranked according to criteria set forth by Nolan and Scott via email. Eliminated 2 from the set of architects who sent in data from our RFI. Selected 4: LB, Adams-Smith, SMP, Dennis Mires. Plan to talk to Nolan to verify the information to include in the next steps. Will send out later no later than next week (RFP, request for interviews, request for bid). Will include Building Plan from Tom when available. Interviews to be set for 9/10, 9/12, & 9/13.	F/U with Nolan, Ron Letter	August 21 st	Scott Melissa/Scott
Budget	This is a non-voting business topic. Discussed options for organizing our funds/banking going forward with quarterly disbursements from the Town. Steve will follow up with Debbie and will work on Expenditure SOP (Policy).	F/U with Debbie Letter	August 28 th	Steve Steve
Next Meetings	Regular meeting: Tuesday, August 28 th @ 6 PM Next LRP: Tuesday, September 11 th @ 6 PM Movie Night: August 22 nd @ dusk	Post		Melissa