

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: 9/11/12 **Time:** 6:05- 8:35 PM

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

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Architect Process	<p>Reviewed the process for review and selection of the Architect, from those that were interviewed on 8/30 and 8/31. Agreed to review notes from each trustee in an attempt to find a unanimous decision (if possible). Opened to idea of a closed session for any concerns- all trustees passed.</p> <p><i>Motion: Will select architect tonight from those that we interviewed and will request a proposal with the intent to negotiate contract and proceed accordingly. Made by Gup, seconded by Lee.</i></p> <p><i>Vote: Unanimously accepted</i></p>	-		
Review	<p>Each trustee discussed likes/dislikes of each architect. Reviewed all presentations and interview key points. Discussed need for lean design, good track record, assistance with public relation/meetings and fundraising, preparation, considerations from references, Guaranteed Maximum Price, and presentation style. All trustees provided a personal rank for each Architect according to these factors.</p> <p>Overall Rankings (combined scores): Dennis Mires (4th place), SMP (3rd place), Adams and Smith (2nd place), LaVallee Bresinger (1st place)</p> <p><i>Motion: Contact LaVallee Bresinger with the intent to hire. Request a proposal/contract with a clear list of deliverables. Made by Melissa, seconded by Lee.</i></p> <p><i>Vote: Unanimously accepted</i></p>	Contact all Architects	Immediately	Scott

Review of other Libraries	Briefly discussed features of other libraries in terms of design elements that we think would be beneficial for us or not. Steve recently visited several Libraries in the area.	-		
Proposed meetings	Need to meet with Selectmen and Trustees of the Trust Fund to inform of library LRP activities. Lee to contact Trustees of the Trust Funds and get back to us. Melissa to contact Bea to get on Selectmen meeting.	Meeting with ToTF Meeting with Selectmen	Immediately	Lee Melissa
Space Needs	Reviewed latest version of Space Needs Assessment from Tom Ladd so that we are prepared to discuss with architect.	-		
Land Survey	Need to contact Town and/or Dave Hislop for land survey to have available. Ask If he doesn't have one, what would the cost be.	Contact Dave	By meeting on 9/25	Lee
Next Meetings:	Regular business meeting: Tuesday, September 25 th @ 6 PM, October 23 rd @ 6 PM LRP: To be announced, based on Architect needs Stargazing: tentatively October 24 th	Post		Melissa