

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: 9/25/12 Time: 6:05 PM - 8:45 PM

Attendees: Scott Campbell, Gup Knox, Lee Lamson, Steve Bush, Nate Fredette, Melissa Prefontaine, Mark Phillips from 6 – 6:35 PM

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of Minutes	<i>Motion to accept by Gup, second by Nate.</i> <i>Unanimously accepted without further revision.</i>	Post		Melissa
Trust Fund (moved item up to accommodate guest)	Mark Phillips in attendance to report on trust fund interest- the ToFTF have reviewed the pertinent RSA's and agree that total interestshold be provided to the Library (via the LBOT) every year and not put back into principle. He presented a check for remainder of 3 rd quarter (beyond routine disbursement) and set amount for 4 th quarter. Will continue to monitor funds into 2013 and seek advice from Wayland (investment company) regarding investments, negative growth, etc.- to help for us in capital preservation and budgeting purposes. Provided a brief history of the research pertaining to the trust fund. Will provide information to the ToFTF as we acquire it.	–		
Treasurer's report	Reviewed current checking/saving funds and reviewed residual amounts in line items. On track for year.	Post	-	Lee
Director's report	Reviewed circulation and patron numbers- which are up from last year at this time. Patron count for the month was over 925! Staffing- Katee's last day is in early November. A local resident applied for a position- has a varied background and availability. Mel may be available to pick up more hours. Scott continuing to work on job descriptions.	Post	-	Scott
Debit/Credit	Discussion ensued concerning a change in payment schedules from debit to credit card. Need to inform the Town Treasurer that the debit account must be continued to be used (for appropriated expenditures) for a period of time to allow existing expenditures to	Letter to Treasurer	1 week	Steve

	process and to change over recurring monthly expenses.			
Financial and Investment Policies	<p>Reviewed new financial policy and financial operation process. Discussed the need to have it reviewed by previously used law firm.</p> <p><i>Motion by Melissa to format these policies to match our existing ones and send to Kate DeForest to review, seconded by Gup.</i></p> <p><i>Unanimously voted to accept.</i></p>	Format and send to lawyer	1 week	Melissa
Financial Operation Procedure	Reviewed first draft of working document created by Steve. Reviewed some salient points. Will all review via email and make revisions and discuss at next meeting.	Revise/format	1 week	Melissa
LBA contract	Meeting with Ron tomorrow- first kick off meeting with him. To sign contract (that has been reviewed by the lawyer). Discussed potential need to be able to make decisions with him on weekly basis, in the absence of a quorum. Attendees will make every effort to disseminate information quickly, perhaps leaving information at the Library to be voted on that week. Due diligence and prudence will preside. All trustees concur.	-	-	
Foundation	Tom is working on foundation (creation) documents. Need to finalize documents ASAP so that we have the foundation created prior to fundraising.	Contact Tom	ASAP	Scott/Steve
Purchases	<p>End caps- cost would be at around \$500+ each (for custom), quote from prison pending, Demco too wide. Will discuss at next meeting once all quotes are in- Scott still in informational gathering phase.</p> <p>Digital display- Scott has been working on obtaining a TV and has been in contact with BestBuy, trying to get one at least partially donated. Will be finalized for next meeting. Has already been preapproved in prior meetings to spend up to \$500</p> <p>Copier- has been purchased but is still in box. Needs to be set up.</p>	Set up Copier	ASAP	? looking for volunteer
Training	<p>Scott needs to sign up for conference ASAP, but this creates an issue with payment during this financial transition period. Discussed work around in the interim.</p> <p>Motion made by Lee to allow Scott to attend conference along with one staff member, seconded by Gup.</p>	Sign up	ASAP	Scott

	Unanimously voted to accept.			
Website	Discussed need to have LRP information added to website in an expeditious manner- Scott with discuss with Mel (who has more time as of late). If Mel needs support, we will discuss options at that time.	-	-	
Future meeting locations	Discussed complaint that was received regarding the LBOT meetings being disruptive to patrons. Discussed alternatives and the need for information at the Library to be assessable as needed during meetings. Will attempt to meet for our regular meeting at the Old Town Hall. Weekly architect meetings will need to remain at the Library.	Contact Town	Before next meeting	Melissa
Next meetings	Next Regular meeting: Tuesday October 23 rd @ 6 PM at the Old Town Hall with private session at the end for budget meeting Architect meetings: every Wednesday @ 6 PM @ Library	Post		Melissa