

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: 10/11/12 **Time:** 6 PM – 8 PM

Attendees: Scott Campbell, Steve Bush (until 6:20 PM, back at 7:10PM), Melissa Prefontaine, Lee Lamson, Gup Knox, Jon Lamson, Ron Lamarre, Gail Pare (at 6:15PM), Mel Berger (@ 6:45)

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Trustee/LRP info	Epping has invited the LBOT to attend an in-house seminar on 11/14/12 regarding foundations and fundraising- Terry Knowles will be in attendance. Will respond via email that we will attend.	F/U with Epping	Melissa
Design Option	<p>Reviewed 2 design/massing study options:</p> <p>Design A: The addition would exist to the left of the Library Design B: The addition would essentially wrap around the existing building (see attached drawings)</p> <p>Discussed pros and cons of each space. Ron answered questions related to design options, safety, sight lines, construction design, cost, elevations, etc. Discussed that Design A appears to be the better choice for the following reasons:</p> <ul style="list-style-type: none">Better sight lines throughout Library- additional safety for staffAble to staff library using current staffing ratios (do not need to add additional staff, which would impact operating budget)Green design- utilizes passive solarLess expensive – easier construction designDoes not disrupt the historical features of the existing buildingDoes not impinge on area between the Library and the Meeting HouseMore esthetically pleasing – especially upon approach driving up to buildingUtilizes existing grades/elevations surrounding the buildingBetter staffing/Director access to circulation area	—	

	<p><i>Motion to accept Design A as our working design going forward made by Melissa, seconded by Gup.</i></p> <p><i>Vote: unanimously accepted</i></p>		
Website	Discussed elements to add to website to engage the community. Will coordinate with Mel.	Send info to Mel	Melissa
Public Meeting	Discussed items to present at public meeting. Plan to show design drawings (both concepts), present our decisions and thoughts, and allow for public discussion.	—	
Next week's meeting	Will plan to discuss floor plans and exterior design.	—	
CM's	Ron sent out to bid to 4 CM's- 2 replied that our project was too small. Bauen and Milestone have responded with interest and have met with Ron already (on site this week). Briefly reviewed written responses from each CM's. Although the fee schedule is different, the end cost is within a few hundred dollars of each other. Discussed how to proceed with the selection process and agreed to interview both next week (as we did in the Architect selection process). Scott will attempt to schedule the meetings on Wednesday, prior to our meeting with Ron.	Contact CM's- ASAP	Scott
Next Meeting(s)	LRP/Architect meeting: Wednesday, October 17 th @ 6 PM at the Library CLOSED trustee meeting: October 22 nd Public Meeting: Tuesday, October 23 rd @ 7 PM at Town Hall	Post	Melissa/Mel