

# LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

## AGENDA/MINUTES – Regular Monthly Business Meeting

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Date: **11/26/12** Time: 6:05 PM - 9:00 PM

Attendees: Steve Bush, Scott Campbell, Gup Knox, Melissa Prefontaine, Debbie Zabkar

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of minutes	Reviewed last month's minutes.  <i>Motion to accept as written made by Gup, seconded by Vote: Unanimously accepted</i>	Post	—	Melissa
Treasurer's report	Was previously sent by email. Debbie confirmed figures.	Post	—	Lee
Director's report	<p>This past Saturday, we had record breaking numbers of patrons (2 days this month with over 60 patrons/day); we have exceeded patron counts (8100+ patron visits to date, which is over last year's year-end total).</p> <p>About a week ago, Scott sent an email report highlighting the findings of the items of the attic (including having the Athenaeum here to evaluate the books-as a professional courtesy). Note: over the years, the lack of space issues have necessitated using the attic space to put out of circ or revolving circ books. However, due to structural issues in the attic and the fact that the previous phase 2 addition from 1970 was not built, the space issue is now at a critical point.</p> <p>Much time was spent moving items from the attic (many damaged items have been disposed of). There are several teenagers in town that will work for a nominal fee to move items. Gail Klanchesser cleaned out the vault to make space for valuable items from the attic. Basement will be used for shelving/office items only for temporary storage over the winter. Terminex scheduled to treat for rodents over the winter. The top of all the perimeter</p>	Continue to move books from the attic	ASAP	Scott

	<p>stacks on the first floor (not reachable) will be used to store items.</p> <p>Scott suggests hiring Bill Littlefield from UNH library to catalog items- at discounted rate of \$12/hr.</p> <p>Jack O'Reilly came to the library to evaluate the structural damage in the attic- he (as Selectman) is apprised of the situation.</p> <p><i>Motion made by Steve to approve up to \$1000 to spend on moving collections (for the remainder of this calendar year), seconded by Melissa.</i>  <i>Vote: unanimously accepted.</i></p> <p>Will re-evaluate the situation at the beginning of 2013.</p>			
Budget	Discussed budget items, line by line. Debbie confirmed current year's actual costs for each line. Attempt to level budget. Salary/insurances significantly higher this year due the fact that the Director is full time for the full year (rather than part year last year). Also, no longer have someone donating the webhosting and web development. Will bid out for contract.	Finalize/Letter to Selectmen	ASAP	Melissa
Policy update	Reviewed policies (as reviewed by Kate DeForest). Minor changes made.  <i>Motion to accept with minor revisions made by Melissa, seconded by Gup.</i> <i>Vote: unanimously accepted</i>	Print and Post	1 week	Melissa
Next year financing	Discussed how quarterly disbursements should be made- there are many expenses that are due for the first of the year (such as subscriptions). This will necessitate a higher first quarter amount. Deb working on finalizing numbers. This amount to be given in writing to Town Treasurer.	Letter to Town with final numbers	Next week	Steve/Deb
CM contract	Contract signed and to be sent to Upton and Hatfield. Scott will follow up with Bea	F/U with Bea	Tomorrow	Scott
Foundation	Now have EIN- will open bank account in January. We have bylaws and such- Tom Ladd has completed all necessary paperwork. Need to elect officers.	To discuss with other trustees	ASAP	Steve
Trustee positions	Reminded new trustees to submit name for the ballot for 2013.  <i>Motion by Melissa for new positions to be a single 2 year position and a single 3 year position, seconded by Gup.</i> <i>Vote: unanimously agreed</i>	-	-	-

Fundraising	Need to start with active fundraising. A spreadsheet has been created of Newington businesses, including “top 12” businesses with financial stability or services that may be a good fit for donations. Will coordinate with Ron this week to start creating a list of items needed (for donations)	Coordinate with Ron- list/menu  Set up meetings F/U with Ron	This week	Melissa
Building	Discussed items that residents brought up at last public meeting and how to effectively address these- the goal is to plan for the future while being financially prudent but having a building that will serve the residents well without having to do another addition for many years to come. Will follow up with Ron on ideas to discuss further at meeting on Thursday. Will have GMP for Selectmen meeting next week.		ASAP	Melissa/ Scott
Future Meetings	Epping (invited) Fundraising Meeting – Tomorrow in Epping at 6:30 PM LRP/Architect/CM – This Thursday, November 29 <sup>th</sup> @ 6 PM Selectmen/Budget – Monday, December 3 <sup>rd</sup> @ 6:30PM / <b>post-meeting</b> with LRP/Architect to follow (at Library) Planning Board - Monday, December 10 <sup>th</sup> @ 6:30 PM / <b>pre-meeting</b> with LRP/Architect/CM @ 5:30 PM (at Library) Budget Comm. – Wednesday, December 12 <sup>th</sup> @ 7 PM Regular Business Meeting – Monday, December 17 <sup>th</sup> @ 6 PM / <b>pre-meeting</b> with LRP/Architect @ 5:30 PM	Post  <b>*NOTE PRE- AND POST-MEETINGS</b>	-	Scott