

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: **December 27, 2011** Time: 6:45 PM – 7:45 PM

Attendees: Scott Campbell, Steve Bush, Lee Lamson, Melissa Prefontaine, Debbie Zabkar (bookkeeper),

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Minutes	Previous month minutes reviewed and accepted.	Post	Melissa
Treasurer's Report	Bookkeeper present and reports that bills are up to date. Lee to prepare end-of-year Treasurer's report with Debbie. Debbie discussed alternate approaches to budget reconciliation to consider in the future.	Report for end-of-year	Lee
Director's Report	Scott discussed end-of-year numbers. Patrons/residents can view details upon request. Discussed possibility of putting minutes and reports on Library website.	Look into additions to website	Scott
Donation	Vote to accept donation of \$100 from a patron <i>Vote: Unanimously accepted</i>	-	-
Encumbered Funds	Discussed shelving changes/additions for media wall and children's area. Reviewed quotes. Agreed on contractor and need to encumber funds. To send letter to Town Offices regarding need to encumber.	Letter re: encumbered funds	Scott/ Melissa
Annual reports	Melissa has created a one-sheet report regarding LBOT. Lee to create a Treasurer's report. Scott to create a Director's report. This is due to Luanne at the Town Hall by 1/13/2011. In the interest of time, trustees will review documents via email and final documents will be emailed to Luanne by due date.	Reports	Melissa Lee Scott
Capital Reserves	No word yet on the creation of the Capital Reserve Fund. Melissa will notify Town Hall for status update	Inquiry	Melissa

Security	Discussed the need for a security feature to be added to circulation desk for staff safety. Scott spoke to Bea and has received information for follow up.	Inquiry	Scott
Budget	<p>Debbie has finished end-of-year analysis on funds spent by line items. We have several items that we spent beyond what was budgeted. Some of these we erroneously reduced on the proposed 2012 budget. Discussed potential changes. Voted- to send letter to town in regards to changing budget.</p> <p><i>Vote: Unanimously agreed to request an additional \$500 to the line item for Electronic Subscriptions and an additional \$3000 to the line item for Reading Materials.</i></p>	Letter	Melissa
Next meetings	<p>Budget presentation to Budget Committee – January 4th @ 7 PM</p> <p>LRP work session – January 17th @ 5:30 PM</p> <p>Next Regular meeting – January 24th @ 6:00 PM</p>	Post	Melissa/ Scott