

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: 11/15/11 **Time:** 5:30 PM – 8:30 PM

Attendees: Scott Campbell (Director), Tom Ladd (consultant), David King (architect), Steve Bush (Chairperson), Melissa Prefontaine (Secretary), Lee Lamson (Treasurer; left at 7:20 PM), Grace Simms (Alternate)

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Prior minutes	Reviewed <i>Vote: Unanimously approved</i>	Post	Melissa
Current building assessment - David King report	David reviewed findings to date, including assessment of: site, building envelope, mechanical systems, hazardous materials, codes, and accessibility. He also met with the Town Inspector in an attempt to locate plot plans. Needs include a survey and septic inspection. Also, inspection shows an issue with the front vestibule-potentially sinking, and some structural issue with the front wall of the Library. There is evidence of some shoring up of the front wall (support in the basement). These issues may be contributing to the issue with the front door sticking, despite multiple repairs- the issue may be that the frame is not plum due to the vestibule issue. Due to this new information, it was advised to not purchase a new front door, as the issue is likely the framing/vestibule, not the door itself.	~	
Public survey results - totals & analysis to date	Scott reviewed findings to date- approximately 125 responses received, which represents 40% of residential households. Most questions had consistent responses. Plan to finalize findings and post on Library website and in Newington Neighbor.	Finish tabulating results	Scott
What do we want to do in 2012 - discussion, time line?	Discussed potential steps and obstacles towards building renovation/expansion. Priority is to involve the public, provide information on feasible options, and make process and decisions transparent. Plan to have presentations once more information available. Once survey results completed, David will start working on concrete plans, taking into account feasible options for our historic building in conjunction with expresses public opinion. Will work with Tom in terms of addressing needs of the library and keeping us on task. Discussed steps for 2012,	Create visual timeline draft	Tom/David

	leading up to Town Meeting in 2013.		
Other public input (e.g. focus groups, other town boards)	Discussed lessons learned from Fox Point Project in terms of process improvement, as applicable to this venture. Discussed appropriate ways to get others involved, need for project management, fund raising, and responsibilities of the Board. Discusses ways to engage others, need and process for information dissemination, and brainstormed on methods of such.	~	
2012 Town Meeting planning	Discussed how to share information regarding progress to date (of Library affairs). Ideas included having a poster presentation and LBOT rep available at 2012 elections, prior to the Town meeting in March- in an effort to inform the public and answer questions prior to the meeting.	Create presentation	Board
2011 building modifications (e.g. mobile shelving)	Discussed current needs versus waiting for potential renovations. Agreed that mobile shelving in children's area is an immediate need, for safety reasons. Had previously (early 2011) planned to put in new media shelving; discussed fiscal responsibility of balance current needs with future changes. Motion to contact contractor about modifying current shelving (as opposed to replacing entirely) - to include adjustable shelves and paint only. <i>Vote: Unanimously approved to obtain quote for media shelving renovation.</i>	Obtain quote(s)	Scott
Policies and Bylaws	Have finalized Policies and Bylaws in previous regular business meetings. Melissa spoke with lawyer (Kate DeForest- recommended by NH Library Trustees Association) about potential of reviewing paperwork. Provided names for conflict check. Rec'd hourly rate- will send files and obtain quote of work once conflict checks complete. Plan to finalize all paperwork by end of year.	Follow up with Lawyer	Melissa
Next Meeting	Next LRP meeting- Tuesday, December 20 th @ 5:30 PM (weather permitting)- David also invited to attend Next Regular Business Meeting- Tuesday, November 22 nd @ 6:00 PM	Post	Scott