

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting (Extra work session meeting)

Date: **11/8/11** Time: 6 PM – 8 PM

Attendees: Steve Bush, Scott Campbell, Grace Simms, Melissa Prefontaine, Various Patrons

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Minutes	Reviewed minutes from last Regular Meeting and LRP <i>Vote: Unanimously approved</i>	To post	Melissa
Letters	Reviewed 3 letters to Selectmen- new warrant article, board expansion, creation of warrant fund <i>Vote: Unanimously approved</i>	Revise, print on Library letterhead- drop off tomorrow at Library for signatures	Melissa
Policies	Reviewed all Policies- have been reviewed by consultant (Tom). Discussed new policy regarding Law Enforcement. Melissa met with Chief Tretter- received email response in approval. Will inquire about Lawyer review from State Library Trustees Association. <i>Vote: Unanimously approved</i>	Contact NHLTA	Melissa
Bylaws	Reviewed Bylaws- have been reviewed by consultant (Tom). Discussed conflict of interest bylaw and section regarding missing meetings- Jack O'Reilly happened to be present and commented that other Boards in Town have adopted a similar policy concerning lack of attendance to meetings. Will also inquire about Lawyer review from State Library Trustees Association <i>Vote: Unanimously approved</i>	Contact NHLTA	Melissa
Lessons Learned	Discussed lessons learned from Fox Point Pavilion meeting- concerning process improvement, community awareness, need for communication regarding Library business. When the time comes, will contact Newington Neighbor and Town to see if we can have a segment in the Newsletter. Also, Scott will add section to Library website for Testimonials.	(informational only at this juncture)	

Survey	The Library Survey has had OVER 100 responses! Has been a blooming success with very succinct and consistent results. Time frame for responses is open for 5 more days. Scott will tabulate results so that we can discuss at next meeting. Plan to post results on website and follow suit with above- publish in Town newsletter, contact Newington Neighbor. Discussed PR- trying to get a local paper to write about our Library	Tabulate results, Publish accordingly	Scott
Budget	Discussed budget issues- new budget includes step raises, COLA, benefits, retirement. Operational budget has not been representative of the true expenditures of the Library- trust money and checking account funds have consistently been used to pay operational expenses over the budget. Will include this information in a presentation for the Selectmen and Budget Committee. Will work on presentation via email.	Work on Presentation	ALL
Misc.	Discussed safety of staff in relation to recent crime activity in the area. Will inquire to our alarm company if a wireless keyfob with a panic button is available (to send signal for Police response).	Contact alarm company	Scott
Next meeting	Regular Meeting: 11/22 (Tuesday) @ 6PM- to finalize budget presentation LRP: 11/15 @ 5:30 (time change)- to contact Tom and David 1 st Budget meeting- with Selectmen: 12/5 @ 6:30PM	Post	Scott/ Melissa