

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: **10/25/2011** Time: 6:00 PM – 7:50 PM

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

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Review of Minutes	<p>Reviewed Minutes from 9/27, 10/11, and 10/16. Only revisions are typos. Will repost.</p> <p><i>VOTE:</i> Unanimously approved</p> <p>Discussed minutes/note taking procedure for meetings, including the LRP meetings. Currently, Jane Kendall taking minutes for LRP work sessions. Her employment filled a temporary void at the inception of the work sessions. Services are no longer needed. Scott to contact Jane – and to discuss potential volunteer opportunities.</p>	<p>Revise and Post</p> <p>Thank for services rendered- inform of changes</p>	<p>Melissa</p> <p>Scott</p>
Treasurer's Report	<p>Scott presented report in Lee's absence. Bookkeeper (Debbie Z) working out well. All entries up-to-date in QuickBooks. She has identified multiple expenditures that we have not sought reimbursement for. Scott to contact Dot (former Treasurer) to review and identify true items to submit for reimbursement. Created a template for division of labor for bookkeeper, Treasurer, and Director. Currently working off a zero-based budget for recording purposes. Will reformat accounts in 2012, taking into account changes to the budget and monetary dispersements. Budget spending in line with year predictions.</p>	<p>Review list of unclaimed expenditures to submit for reimbursement</p>	<p>Scott (and potentially Dot)</p>
Director's Report	<p>Reviewed patron counts, etc. Scott to create a year-end spread sheet that will be posted in the annual minutes book.</p>	<p>Year-end spreadsheet of numbers</p>	<p>Scott</p>
Shelving	<p>Discussed types of shelving to be added- concealed rolling carts for children's area. Waiting on quote from Tucker Interiors. Scott will send email when numbers/quotes available. Plan to purchase shelving during this calendar year.</p>	<p>Quotes for shelving</p>	<p>Scott</p>

Survey	Reviewed most recent version of survey. Worked on wording of some questions- based on feedback from David King and Tom Ladd. Scott to finalize online tonight and make print copy. Copies to be made tomorrow and stuffed in envelopes. Survey deadline will be 11/11, so that analysis can be made and information extrapolated for Town Report and Budget.	Finish Survey Send out print version	Scott Grace & Melissa
Budget	Steve met with Bea at Town Hall. Waiting on numbers for benefits. Announcement made yesterday regarding Cost of Living Adjustments. This needs to be incorporated in the budget- will rework based on 3 ½ % COLA.	Adjust Budget Add benefits/retirement numbers	Melissa Steve
Warrant Article	Melissa emailed Terry Knowles for input on interpretation of warrant article. Rec'd email that by State Law, the Town is required to start a new account with the warrant article monies. They have until December 31 st of 2011 to comply. Additionally, the LBOT are agents to expend. Steve and Melissa working on letter requesting as such- to be sent to Selectman.	Letter to Selectman	Melissa & Steve
By-laws	Tom Ladd has reviewed by-laws in dept and sent suggestions for revision to Melissa. Made- and reviewed by Board. Discussed changes to Conflict of Interest section. <i>VOTE:</i> Unanimously approved with revisions and will go in effect upon signature of the LBOT	Post final revised copy	Melissa
Policies	Reviewed and discussed policies. Past policies have not been reviewed in over 5 ½ years. Added 3 new policies. Added review schedule. Discussed revisions to computer usage policy, including the need for a parent signature form for children under the age of 16. Reviewed policy pertaining to law enforcement. Melissa will contact Chief of Police, as a courtesy, to see if he has any input or concerns. Will send revisions via email. Plan to review final copy at next meeting and obtain signatures.	Revise and email Contact Chief of Police to review Law Enforcement Policy	Melissa Melissa
Architect	The Board met David King last week at the LRP work session. Voted to hire David King. Will require a deposit, per his proposal. To obtain official invoice via email, to send out payment.	Email David King for invoice- send payment	Melissa
Front door	Now that the weather is changing, the front door is not sticking (as much). Have obtained a quote for a new wood door. Discussed options/alternatives for door. Discussed waiting for input from David King and putting replacement on hold until later date. May consider encumbering funds for next year. Will continue to obtain quotes and discuss at later date.	Obtain quotes	Scott

Gifts	Mary's 10 year anniversary is upon us. Discussed gift ideas. Also, Kaytee's wedding is coming up. To send check.	Gifts	Scott
Next meetings	<p>Discussed if current day/time working. Lee had suggested moving back to Thursday. Rest of board feels Tuesdays work best. Scott requested moving the time of the LRP meeting to 5:30 PM or 6:00 PM. Will contact Tom Ladd to see if he can possibly accommodate a later time.</p> <p>Next REGULAR meeting- Tuesday, November 22 at 6:00 PM. Plan to review Survey results</p> <p>Next LRP work session- Tuesday, November 15- time TBD. Will email</p>	Contact Tom regarding LRP meetings	Melissa