

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: October 18, 2011 **Time:** 5:00 PM – 8:00 PM

Attendees: Scott Campbell (Director), Tom Ladd (consultant), Steve Bush (Chairperson), Melissa Prefontaine (Secretary), Lee Lamson (Treasurer; excused at 7:20 PM), Grace Simms (Alternate), David King (Architect)- left at 5:40 PM

Notes taken by:

Item	Discussion & Decision	Follow-up Needed	Key Contact
Architect visit	<p>David King attended beginning of meeting for a meet and greet. We reviewed his proposal to assess the current library- in terms of current facility, repairs needed, codes, potential areas of improvement and/or expansion. Discussed concerns with structural defects, need for structural safety report, potential expansion feasibility options. David outlined his proposal/plan and discussed the availability and experience of his team. He is ready to begin work. We thanked him and informed him that we would get back to him.</p> <p>After his departure, we compared his proposal to others from the past. Hiring him would require a \$1000 deposit.</p> <p><i>Vote: unanimously approved the hire of David King</i></p>	<p>Contact David- coordinate with Town Inspector and Fire Chief as needed</p>	Scott
Minutes	Reviewed last meeting's notes. No revisions noted. Will post.	Post in book	Melissa
Survey	<p>Reviewed draft of survey- to be sent via email and snail mail to all residents. The purpose of the survey is to obtain info from the residents in terms of library usage and desires for Long Range Planning. Will incorporate findings into budget planning and LRP efforts. Revisions made. Agreed a due date of 11/11, so that analysis can occur in a timely fashion prior to the Budget meetings.</p> <p>When ready, Scott will notify us so that we can come in for a "stuff and send" session of the paper copies.</p>	<p>Finish Survey, including print version</p> <p>Obtain address labels from Town</p>	Scott Steve

Warrant Article	Melissa rec'd email from Terry Knowles regarding the laws surrounding the need for an established account with the awarded warrant monies. Pending more email documentation from Terry. To draft a letter to Selectman with request for account to be established.	Draft letter to Selectmen	Melissa and Steve
Paperwork	Reviewed Policies and By-Laws- Tom also reviewed and made suggestions. Will revise and discuss at next regular business meeting.	Revise- email then discuss at next meeting	Melissa
Budget	Briefly discussed budget- will review again at next regular business meeting. Sought input from Tom. Discussed potential need for encumbrances for shelving, computer, and door repair. Awaiting quotes for shelving.	Quotes for shelving	Scott
Staffing	Discussed need for expanded staffing for next year, so that there are always 2 people on duty at all times (for safety and patron service). Warrant article not needed (according to Tom), but plan to provide rationale to Selectman at meeting with them (for budget).	Prepare presentation	Scott/Trustees
Trustees	Discussed need to submit warrant article for expansion of the number of Trustees. Discussed wording so that the positions can be filled after the annual Town Meeting	Warrant Article	Trustees- will work on via email
Next Meeting	Tuesday, November 15, 2011 @ 5 PM		