

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: **Tuesday, September 27, 2011**

Time: 6:05 PM – 8:50 PM

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

Minutes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Review Minutes from August	Minor revision to “Review of current budget” section <i>VOTE:</i> Unanimously approved	Revise and Post	Melissa
Director’s Report	Reviewed August stats. Discussed training of volunteer staff, status of LRP action items, Banned Books Week. Awaiting appraisal of paintings for insurance purposes. Scott will be attending the NELA conference this weekend and is a panelist at a Seminar at the Rye Library this Thursday.	Follow up on appraisal	Scott
Treasurer Report	No items to report. Discussed bookkeeping situation- deferred until later on the agenda		
Architect consultant	Discussed need to hire architect for LRP. Scott has contacted David King and discussed revised plan of action- new scope of work. David King will ponder options and get back to us. Discussed need for other consultant input. Agreed on Tappe of Boston (in addition to David King).	Follow up with David King, Contact Tappe of Boston	Scott
Movable Shelving	Scott has been price comparison shopping. The most economical option may be unassembled shelving that EJ can put together.	Order shelving, arrange assembly	Scott
Organic Lawn treatment	Discussed patron concerns of chemical lawn applications and request for organic options that may be more pet/child friendly. We have pre-paid for the rest of the year with Mainely-Grass. Will change to organic treatments for 2012- if cost is less than double of what current cost is. <i>VOTE:</i> Unanimously approved	Contact Mainely-Grass for final cost and revised lawn care plan	Scott

Review of materials from Tom	Tom just sent LRP survey options to Scott yesterday. Scott also found another online option. Options not yet finalized, but need to be done so ASAP. Will discuss via telephone (will post on Library calendar- patrons can meet at library to discuss as desired). Will vote on final Survey and decide upon final distribution plan. By-laws not yet reviewed by Tom.	Survey options to be finalized ASAP- will discuss via tele-meeting	Scott (finalize options)
Update on Warrant Article	Discusses general set up of Library funds in terms of obtuse, antiquated, inefficient current method (as this relates to Library funds, including Warrant monies). Steve spoke with representative of Budget and Trustees of the Trust Funds committee regarding intent of usage/dispersement of funds of warrant article. Will also discuss with Selectmen and potentially AG office (Terry Knowles).	Follow up with Selectman, Terry Knowles	Steve
Bookkeeper	Interviewed one bookkeeper who declined position due to distance. Will be meeting with another this week and has name/number of another. Lee to follow up with candidates.	Meet with potential candidates	Lee
Review of Training Seminar	Discussed key points of seminar given by NHLTA- trustees attended at different locations. Determined that Policy and Procedures need to be reviewed and updated. Melissa to take on task and prepare for October meeting. It was also determined that we need By-laws, but we already have those pending review from Tom. Will also need lawyer review when ready.	Review/update P&P's	Melissa
Budget	Discussed budget needs- former budget has been static for over a decade. New budget to reflect current needs, including: increase in utility costs, increase staffing needs (for safety, service, and liability), needs related to ILL issue in State, building repair needs, equipment needs, increased library hours, programming. Discussed front door issue- may need input from the Historic Society in terms of type of replacement. Scott prepared and explained conservative budget, Melissa prepared and explained aggressive budget. Other trustees to review on GoogleDocs and make recommendations. Will review online and finalize by next meeting.	Trustees to review online Contact Historic Society (door)	All Scott
Staffing	Reviewed pre-approved step salary program (from former trustees). Discussed need for more staffing and volunteers. Went to closed session to review performance of employees, potential changes in staffing, monetary compensation. Trustees to fill out eval for Scott and review for pending annual review.	Fill out Director's Performance Eval (annual)	All
Next Meeting	All regular LBOT business meetings are held on the 4 th Tuesday of the month at 6 PM		