

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: **August 18, 2011**

Time: **5:05 PM – 6:45 PM**

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

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Minutes from last meeting	<p>Previous minutes from July reviewed. Minor revision to “Misc. Expenses” made. Discussed possibility of posting minutes on Library website. Scott will look into this option.</p> <p><i>VOTE:</i> Unanimously approved</p>	Revise and post	Melissa
Review of warrant article	<p>Discussed the intent and the interpretation of usage of the warrant article monies. A question came up regarding if this is to be Capital vs. Non-Capital Funds. To contact Terry Knowles at Atty. Gen’s office for general guidance</p> <p><i>VOTE:</i> Motion by Melissa to see assistance from Terry Knowles regarding general guidance and how to proceed with warrant article regarding library long range planning/expansion. Unanimously approved.</p>	Contact Terry Knowles	Steve
Review of by-laws	<p>A draft was written for our first by-laws. Members reviewed and made suggestions for revision. Will plan on having Library Consultant review prior to vote/adoption. Will discuss at next regular meeting</p>	Revise draft	Melissa
Director’s report	<p>Scott reviewed library statistics. There have been steady numbers with an annual increase in all categories over the past 4 years, especially with the number of downloaded materials and Ebooks. A question arose concerning the number of titles downloaded and what type of financial impact this may have in the future. Summer programs went well. Substitute Per Diem staffing has been acquired- (one person, Gail K). The Seacoast Library Co-op meeting for next week has been changed to coincide with the LSTA meeting in Portsmouth. Building issues- front door is sticking. There is a bubble in the floor at the back door that may/may not pose safety concerns. Will look into options for fixing these. In meantime, a mat has been placed over the bubble in the floor and</p>	<p>Obtain State info regarding number of titles downloaded online</p> <p>Contact contractor to fix floor/door</p>	<p>Scott</p> <p>Scott</p>

	Scott will mark floor with yellow tape		
Treasurer report	Discussed accounting/bank issues. Lee sworn in and will now officially act as the LBOT Treasurer. We need to obtain a new signature for Trustee members. Discussed continual need for bookkeeper.	Inquire at Town about bookkeeper	Melissa
Review of current budget	Will discuss budget at next meeting. Discussed need for a closed session to discuss personnel component and staffing needs. Scott will work on projections prior to the meeting.	Projections Space for meeting	Scott Melissa
Resolutions of duties and tasks	Lee sworn in and acclimating to new position. Board positions filled.		
Plan for rest of year	Discussed need for consistency with meeting date/time. Moved meetings (regular) to 4 th Tuesday of the month, at 6 PM	Update calendar, postings	Scott
NEXT MEETINGS	Next meetings: Regular business meetings: 9/27, 10/25, 11/22, 12/27 ALL at 6 PM Long Range Planning work session: 9/15, 10/20 at 5 PM	(Scott to post)	