

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: August 3, 2011 **Time:** 5:10 PM – 7:25 PM

Attendees: Scott Campbell (Director), Tom Ladd (consultant), Steve Bush (Chairperson), Melissa Prefontaine (Secretary/acting Treasurer), Lee Lamson (Treasurer elect), Grace Simms (alternate), Jane Kendall (recording secretary).

Notes taken by: Jane Kendall, reformatted by Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Developing LRP committee	Discussed need for Long Range Planning committee, separate from Trustees, due to excessive time requirement of Trustees to date (meetings have been 2-3 times per month; to prevent burnout). Tom indicated that this is okay, as long as noted in the by-laws. Additionally, the LBOT is ultimately responsible for this committee	By-laws	Melissa
LBOT membership expansion	Discussed need to expand # of trustees for ease of quorum, meetings, eliminate internal issues, share responsibilities. As it stands now we only have 3 members. This means that any time 2 are together (under Regarding RSA:91A, Right to Know Law), whether deliberately or accidentally, and are discussing library business, this may constitute a meeting. The meeting must be posted and minutes must be taken. The same holds true for phone calls and emails, other than to inquire on agenda items and the like. Expanding the board would eliminate this possibility.	Create warrant article (for March 2012)	TBD
LRP questionnaire	Tom reviewed our responses from the questionnaire and how this would potentially impact the LRP. It was unanimously felt by the LBOT that a LRP should include expansion of the library; however, the Board acknowledges that input needs to be received from the townspeople. Discussed how to capture the opinions of the residents and need for survey. See topic under "surveys".		
Hours and Staffing	Discussed potential need for more hours and staff, especially for long range plan and potential expansion. To start planning within budget proposal for 2012	Budget preparation	Scott
Borrowing Privileges	Discussed non-resident/staff privileges to check items out of library. Discussed impact of potential state funding for expanded patronage		

Space	Discussed the consultant and LBOT members' impression that there is a need for expansion on the physical space of the Library. How potential expansion will take place will be dependent upon architectural analysis and should incorporate public opinion	Surveys to be created for public dissemination May need architect input	Scott/Tom
Children's Library Use	Currently, the children's table only accommodates 8 children. Most programs have 12 attendees that necessitate children sitting on the floor. Discussed safety concerns and need for additional space as part of the planning		
K-6 Library Use	The Town's school library has been expanding and they have put the collection titles online. There is also a new principle. Discussed need to meet with him to discuss overlap in libraries and how we can coordinate efforts, incorporate needs in LRP, etc.	Invite principle to an informal meeting	Scott
Out of date collections	Discussed litigious need to remove out-of-date NON-fiction titles from circulation and impact on staffing. Scott to address and delegate accordingly and incorporate the additional time/resources while planning the budget	Remove titles, plan in budget	Scott
Additional Library Resources	Discussed adding online resources vs. physical books- in terms of current space versus future expansion		
Interlibrary Loan Services	Discussed changes in van service- less ILL will ensue. Discussed impact on providing titles to patrons, need for more title acquisition internally, costs, space requirement, impact on LRP		
Building Condition & Energy Consumption	Discussed recent energy audit results. Discussed need to address thermal efficiency in future planning/expansion, keeping in consideration costs and historical integrity. Tom suggested having Fire Department come in and do a thermal scan at some point during expansion planning	Fire Dept to perform thermal scan	Scott (in future)
Fundraising	Discussed concept of looking into fundraising for expansion purposes. See next item		
Friends of Library Reactivation	Discussed historical info on Friends of Library and its dissolution/non-success. Discussed having an open house to see if we can reactivate the group- it would be especially helpful for fundraising purposes.		
Focus Groups	Discussed need for focus groups consisting of townspeople, to discuss expansion ideas, interests in helping, etc. Tom pointed out that these need to be posted, recorded, and not necessarily run by the LBOT.	Set up meetings	Scott- after surveys are done

Public Surveys of Residents & Library Patrons	Discussed need for surveys to capture what services/changes the residents and library users would like to see. To capture the most number of residents, surveys will be sent via email blast and snail mail. Discussed whether to enclose a stamped envelope versus drop off boxes for paper surveys return.	Write survey	Scott will work with Tom and make a draft for next meeting
Exploration and Comparison of Other Small Town Libraries	Tom suggested that the Trustee members look at other local libraries and talk to their Directors to get ideas for our library and potential expansion- look at things we would like to add to our library, get a sense of things that have or have not worked in other libraries	Plan for field trip	Date TBD
LRP Timeline	Discussed the timeline for potential expansion. Tom stated that the entire process will most likely take at least 2 years. Initial steps in time line include: Budget for additional staffing needs- for 2011, to be presented for 2012 budget Compose/send out surveys to residents- for 2011 Focus Groups- set up by end of 2011 Have architect evaluate space with potential designs (depending on survey results)- prior to March 2011 meeting	Start on action items	LBOT and Scott
Next Meetings	Next Regular Trustee Meetings: Thursday, August 18, 2011 and September 22, 2011; Next LRP Work session: Thursday, September 15, 2011 at 5:00 PM; and the Third Thursday in October 2011.		