

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES

Date: **Thursday – July 28, 2011 5:00 PM – 6:30 PM**

Type of Meeting: ☒ Regular Business ☐ Expansion Project

Attendees: Steve Bush, Scott Campbell, Lee Lamson, Luanne O'Reilly (until 5:15 PM), Melissa Prefontaine, Grace Simms

Minutes Taken By: Melissa Prefontaine

Item	Discussion & Decision(s)	Vote (If required)	Follow-up Needed	Person Responsible
Minutes from last meeting	None	Unanimously approved		
Luanne's Resignation	Luanne is resigning from role of Treasurer to pursue other interests in the town		Will send letter to Selectman	Melissa
Trustee Alternate	Discussed interest from 2 potential residents- Lee Lampson and Grace Simms. Discussed roles and responsibilities. Lee has accepted a regular position and will take over the Treasurer responsibilities. Grace will be an Alternate. Melissa will take over Secretary role. Also discussed residents who may be interested in a Long Range Plan/Expansion committee. Plan is to continue with separate Expansion Project meetings with at least 1 LBOT member present at each meeting.	Unanimously approved	Will send letter to Selectman for approval	Melissa
Staffing	Discussed needs for 2 people present during a majority of the time the library is open- for safety concerns. Also discussed needs for covering vacations, sick time, etc. Scott has been looking into qualified candidates to work on a per diem basis. Currently, Beck Marks has accepted and will work at an hourly rate of \$12/hour. Is also looking into Cathy Cowdery as a possibility as well.	Motion to allow Director (Scott) to procure appropriate, qualified per diem staff to cover for absences including vacation time, conference time, and illnesses, as needed. Payment will be on a per diem basis at an hourly rate. A 1099 will be provided. Unanimously approved		

Town Rules	Discussed how we can add hours to the library and/or increase Scott's time (to include administrative time) and how this will effect benefits, budget, etc.		Need to ask Bea at town hall	Steve
Quick Books	Quick Books was purchased to streamline budget and all accounts. Have a key code for 3 downloads. Plan is to download on Library laptop so this can be used by LBOT and accountant.			
Director's report	Provided by Scott and reviewed. Total patrons for June + 748, July + 759. Averaging 36 people a day.			
Audit	Discussed if audit is complete. Discussed that former treasurer (Dot Noseworthy) has agreed to answer questions and attest for LBOT accounts if needed. Melissa picked up records at town hall, but it is unknown if the audit is complete		Need to ask Bea at town hall if audit is complete	Steve
State van cut back	State van for interlibrary loans has cut back on service, despite available federal funding. A petition has been started to submit to the state, urging reconsideration and continuance of current interlibrary loan availability. Will remain at front desk and patrons will be encouraged to sign.			
Overdrive changes	Consortium purchased licensure to download multimedia (run by state librarian) – membership on a sliding scale (currently \$300 for our library). Cost will be increasing by \$75 this year. Will also go up next year. However, this will allow any patron with media capabilities (ie, Kindle, iphone, Nook, etc) to have access to free downloads from library.	Unanimously approved to pay additional \$75 for the remainder of this year		
Building maintenance	Discussed failing support in basement. Discussed upkeep of heating system. Scott informed us that is undergoes routine service and that we are up to date. Fan (for cooling) has broken. Scott will obtain a new one.	Unanimously approved for Scott to purchase a new oscillating fan	Look into having building inspector look at support structure in basement	Scott/Steve
Miscellaneous expenses	Several painting and artifacts in the Library's possession require an updated appraisal for insurance purposes. Devin Moisan (local appraiser) came in last week and has evaluated the items. A formal appraisal will cost \$150	Unanimously approved to pay for appraisal	Pay appraiser, obtain documentation, send to insurance	Scott
Other items	<ul style="list-style-type: none"> Discussed expanding board to 5 full time members and 2 alternates. Selectman Jack O'Reilly was in library at time of meeting- commented that we need to contact 		Contact AG	Steve

	<p>Attorney General and will need a warrant article.</p> <ul style="list-style-type: none"> • Scott needs to be evaluated twice yearly- he is due for his eval • Next year's Budget is due soon • Survey- need to send out survey to town regarding needs for library expansion. Will talk to Tom Ladd (consultant) at next expansion meeting 		<p>Work on eval</p> <p>Prepare budget</p>	<p>Steve and Melissa Scott</p>
Next Meeting	<p>EXPANSION PROJECT MEETING – Wednesday, August 3rd @ 5 PM</p> <p>REGULAR BUSINESS MEETING- Steve has potential conflict. Will let rest of Board know the first week of August. Will email confirmation.</p>			