

Langdon Library Trustee Meeting  
Thursday, June 29, 2011 - 7 p.m.

Present: Scott Campbell, Luanne O'Reilly, Steve Bush, Melissa Prefontaine  
Meeting called to order: 7:10 pm.

Minutes of May 19, 2011 meeting approved.  
Minutes from June 8, 2011 work session approved.

1. Melissa Prefontaine has been sworn in as a Library Trustee.
2. Procedures were discussed regarding accounting, bookkeeping, etc. for the Library Funds, both trustee and town funds. Foremost was the need to hire a bookkeeper to simplify and organize the accounts with the thought of possibly taking them over ourselves in the future.
3. Director's Report:
  - a. Summer staffing - short on help, will look into alternative staffing.
  - b. May statistics provided, along with Facebook "likes", Mango sessions.
  - c. New DVD spinner installed and assimilated.
  - e. Director and one staff are registered for the NELA conference in Vermont.
  - f. No need to purchase picnic tables, as the town has offered the use of theirs for the summer months.
  - g. Received first invoice from Tom Ladd, Library Consultant \$384.36
  - h. Scott is researching prices for new computers.
  - i. Alternate Trustee and Long Range Planning Committee members were discussed. No decisions made.
4. Chairman discussed the possibility of expanding the Trustees from a total of three to a total of five. Chairman will investigate required procedures needed for this possibility.
5. Summer Programming - Director has set the program with an event occurring each week in conjunction with the town's summer daycamp.
6. An adult Summer Reading Incentive Program was discussed, with the Director asked to present some ideas at the next trustee meeting.
7. Rotation of trustee assignments - discussed, no decision reached.
8. Library holiday schedule - Decided to set the year's schedule at the beginning of each year. As a standard practice, the library will be closed 12/24, the Thursday after Thanksgiving Day, Labor Day and July 4. The library will be open until 1 p.m. on days that fall before a holiday, paying those hourly employees for the time they would have been scheduled to work.

Next meeting scheduled for Thursday, July 28 at 5:00 p.m. in the library.

Submitted  
Luanne O'Reilly  
Secretary, Langdon Library Trustees