

## **Newington Library Board of Trustees (LBOT) Meeting Minutes**

**Date:** 24 June, 2014

Called to order by Chair M at 6:40

**Present:** Trustees Melissa Prefontaine (M); Lee Lamson (L); Steve Bush (S); Jack O'Reilly (J), Gup Knox, Library Director Scott Campbell (SC)

**Minutes:** Moved by G, second by L to accept the public and nonpublic minutes of 6/20/14. Approved 5-0.

**Treasurer's Report:** Balances for each account were presented by Treasurer G. Budget expenditures are on track. Report is on file in the Library.

**Director's Report:** Director SC reported the following:

- Folding chairs are in and stored
- He recently worked with the HVAC installers to square away the new building
- He is working on getting business cards for himself and Trustees
- The Summer Children's Program is starting and will be on Wednesdays. He will do work arounds to make areas available
- He is compiling a list with input from others for future evening program presenters
- The Library will close at 1:00 on Saturday, July 5<sup>th</sup>

**Staffing:** M conducted an orientation session with the two recent hires. It was stressed that normal staffing should be only two employees at a time. More will be needed during the two upcoming weeks the Library will be closed.

**A/V:** S reported that the last large invoice has been submitted with the outside sound system and miscellaneous items left. The LBOT complimented S for his hard work on this.

**Construction:** M provided the latest updates. Fireplace installation is scheduled for the week of 7/28. We will be looking for a mason for possible repointing of the old building's brickwork.

**Landscaping:** LBOT will meet with the contractors at 9:00 6/27 to go over specifics. Irrigation and grass are the top priorities. S and SC talked recently to the Town's mowing contractor who provided a list of ideas which S read and will present to the landscaper. The Rain Garden will be planted 6/25. Irrigation specifics were discussed. Moved by G, second by J to authorize up to \$9000 to Colbath Landscaping and Irrigation Company for this work. Approved 5-0.

**Movie Nights:** M reported that she has talked to the Library's neighbors and all are OK with showing movies in the parking lot for this year. The schedule for showing movies was discussed and with all that is occurring presently, movies will be deferred to possibly after the opening on 8/19.

**Formal Opening:** Specifics were discussed concerning invitation list, refreshments and schedule. The current plan is to open the building, old and new, on 8/19 at 3:00 with ceremonies at 4:00.

**Next Meetings:** 6/27 at 9:00 and 7/9 at 6:00.

**Adjournment:** Moved by G, second by J to adjourn at 8:20. Approved 5-0.

Respectfully Submitted

Jack O'Reilly