

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Construction Meeting

Date: 8/8/2014 **Time:** 10:05 AM- 12:10 PM

ACCEPTED

Attendees: Gup Knox, Lee Lamson, Scott Campbell, Ron Lamarre, Jeff Parks, Melissa Prefontaine

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision
Construction updates	<ul style="list-style-type: none">• Final furniture install on 8/18 (there had been a delay in manufacturing)• Additional shelving discussed at a cost of \$5620. Move by Gup, seconded by Lee to proceed. Vote- unanimous.• Evaluated some old shelving in old building- one wall will need reinforcement to be done over the winter• Discussed location of computers for ease of use• Discussed basement water intrusion- in new building, repairs have been done and we continue to have water. Will continue to waterproofing. In old building, there have been several unsuccessful repairs. There have been historical leaks because the basement walls are stacked stones. Will continue to observe and address as warranted.• Lights in the programming room- pending quote from Rockingham Electric• Art rail has been installed• Bauen still adjusting doors that are not swinging freely• A/C filters all being changed- recommended to be changed 4 times a year. Need to develop a maintenance policy to ensure that items are addressed. Bauen will videotape the process to ensure accuracy in the future.• Jeff discussed lawn mowing schedule- Scott to call Mainely grass to resume fertilizing schedule• Fire extinguishers locations discussed• Jeff has been completing painting touch-ups• Hot water- discussed measures to improve hot water availability (time to achieve temperature)• Discussed final electrical needs• Parking lot striping complete

	<ul style="list-style-type: none"> • Jeff discussed need to clean unoccupied spaces as it affects air quality • Flag pole holder- Ron to send us a recommendation • Letters for hanger door have been ordered • “Keep off grass” signs have been ordered • Historic mason for repointing- previously interviewed mason has not responded to recent communication attempts. Will continue to interview other qualified candidates • Cabinets to be installed in kid’s room in approximately 1 month
Grand Opening	Discussed food and beverages for grand opening, local politicians to invite, reviewed mailer, reviewed timing and set up, presentations, etc.
Minutes	Motion by Gup, seconded by Lee to accept minutes from 7/28/14 as revised. Vote- unanimous.
Next Meeting	Grand Opening 8/19 @ 5:30 PM , LBOT meeting 9/9 @ 6 PM
Adjourn	Motion by Gup, seconded by Lee to adjourn. Vote unanimous.