

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES

Date: 10/7/14 **Time:** 6:00 PM- 9:20 PM

ACCEPTED

Attendees: Steve Bush, Scott Campbell, Gup Knox, Lee Lamson, Melissa Prefontaine, Ron Lamarre (via phone until 8:15 PM)

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision
Construction Updates	<p>Reviewed final building/construction items, including:</p> <ul style="list-style-type: none">• Basement water intrusion issue has been repaired. To add gutter in back of library in bronze color to match trim• Missing furniture to be delivered on Wednesday. Two tables still pending. Motion by Gup, seconded by Lee to purchase 2 rectangle tables 30" x 72" to match existing furniture. Unanimously accepted.• Discussed need for dimmable lights in adult programming area. To get quote for 4 mini- puck lights.• Cabinets in kid's room pending- due to arrive at end of month• Mason to come next week to complete mortar elements out front• Discussed issue with seams in kid's room flooring- to be repaired• Request for light switch for light in café area• Additional soundproofing in kid's room• Possibility of purchasing a display cabinet for artifacts• Blinds for south facing windows and black out shades for adult programming room• Quote for repairing sagging built-ins in main part of old library• Nordic Stove was in to inspect the fireplace flues at the request of the Town Inspector- everything was normal• Discussed steps to basement- they had been rebuilt but are off limit to the public• Discussed the lighting out front on the path- Ron will provide options for potentially additional accent lighting• Reviewed budget with Ron- on track and on budget
Minutes	Previous minutes require revision. Melissa to notify Jack with info

Director's Report	<ul style="list-style-type: none"> • Scott reports that the staff have attended (or are in process) training on technology and computers. • Numbers/usage remain high now that the new building is open. Programming/events have been well attended. • Scott has coordinated with the school to provide kid's programming during their ½ days. This has been very successful and we are pleased that we are able to collaborate with the community in these type of endeavors. • There have been many evenings where they are been multiple programs running concurrently. • The rooms have been used in ways that we never anticipated and have been beneficial to the community. Scott will begin to track the stats of the number of times that multiple programming occurs and the attendance of each. On these occasions, parking is problematic- individuals have been parking on the lawn. This poses maintenance issues as it degrades the lawn, contributes to watershed issues, and degrades the edges of the pavement. If funding becomes available in the near future, we will discuss the possibility of extending the parking lot towards the back of the lot. In the meantime, Scott will ask some of the recurring scheduled program attendees to park in the OTH. • Discussed staffing - new staff are learning tasks quickly and have been a positive addition. • We received a donation of a reportedly expensive oriental rug. We are grateful for such a lovely gift and look forward to using in the main part of the old library. However, due the expense, we will need to ascertain if a public hearing is required to accept such an expensive gift. Melissa will contact our library attorney for assistance. Also, the donor asked if we would be putting a plaque with donors. Scott will look into costs of options.
Signage	<p>We met with the HDC last week to review the proposed signage to be place on the corner of Nimble Hill and Little Bay Roads and discussed the design with Scott for any potential input. He reports that certain letter color is reportedly easier to read and looks better over time. Will share this info with the HDC as they continue to work on the design.</p>
Rain garden	<p>Lee has been continuing to communicate with the UNH bioretention program. The rain garden has a number of weeds which we have been told are the norm for this type of installation. She will discuss further maintenance with the program coordinator and get back to us and possibly the conservation commission. As this was a town project (and not on library property), maintenance will need to be coordinated thru the town.</p>
Trust fund	<p>Our library attorney has completed the analysis of the trust fund issue and has calculated an amount of back interest due. A petition with evidentiary support was reviewed with the Attorney General's office. The documentation was well received and the AG requested a number of items to be complied with prior to the petition being filed in probate court. The lawyer would like to meet with the chairs of the LBOT, the Selectmen, and the ToTF to review the process and then with the LBOT. One stipulation is that the Selectmen are to sponsor a public hearing so that the residents are informed about the trust fund issue and have an opportunity to ask questions. Melissa spoke with Jan yesterday who was supportive of the requirements put forth by the AG. Melissa will continue to coordinate with the Selectmen and the ToTF to arrange the hearing and to meet the requirements of AG's office. Discussed how monies will potentially be spent and/or invested depending upon amount received.</p>

Next Meeting(s) – Heritage Room @ library	Monday, 10/20/14 @ 6 PM Thursday, 10/23/14 @ 5:00 PM
Adjourn	Motion by Steve, second by Gup to adjourn. Approved unanimously.