

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH AGENDA/MINUTES

Date: 10/27/2014 **Time:** Non-meeting with library attorney from 5 PM – 6 PM, public meeting 6 PM - 8:05 PM

Attendees: Steve Bush, Gup Knox, Lee Lamson, Melissa Prefontaine

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision
Non-public/emergency meeting	On Friday, 10/24/2014 a non-public emergency meeting was held- under the auspices of RSA 91-A:3 II (a & c- pertaining to employee status and reputation of another). Due to the legal nature and timeliness required for immediate management of an employee issue, standard time to post a meeting was not possible. During the meeting, a motion was by Melissa and seconded by Gup regarding the work schedule suspension of an employee and to close the minutes of the non-public meeting indefinitely. Roll call vote of the motion in both parts was unanimous.
Construction items	Discussed list of items to address in old building. Assigned level of importance. List was created to reflect items discovered during the construction process (unanticipated), items that were expected to receive grant funding for (that we did not), and items that were removed from the project to offset the unanticipated costs that the town had verbally agreed to fund (such as the alteration of the parking plan).
Non-public session 6:30 PM – 7:10 PM	Motion by Lee, seconded by Gup to go into non-public session per RSA 91 A:3 II (a)- information that pertains to employee status. Roll call vote unanimous. Motion by Steve, seconded by Lee to come out of non-public meeting and to seal minutes indefinitely. No motions or votes made while in non-public session. Roll call vote unanimous.
Policies	Briefly discussed the upcoming scheduled annual review of select policies. Melissa will send out in an email for trustees to review and prepare. Policies to be reviewed at next meeting.

Minutes	Due to immediate needs of the library trustees (to address issues with the budget and the trust fund) and the sheer volume of recent meetings, approval of minutes will be suspended until the 1 st meeting in November, so that trustees have time to review and comment.
Budget	Discussed various items of the budget. Many items are fixed costs created by the town for which the library trustees have no control. Discussed how to judiciously use trust fund interest next year as the anticipated amount will be greatly reduced once the resolution of the trust fund mismanagement is legally resolved (anticipated to occur in the next few months or so). Discussed ways to cut costs and attempt to keep the budget as level as possible. Will continue to get quotes for various maintenance costs.
Upcoming meetings	Tomorrow (Tuesday) 10/28/2014 @ 6 PM Tuesday, 11/4/2014 @ 6 PM
Adjourn	Motion by Steve, seconded by Lee to adjourn at 8:05 PM. Approved unanimously.