

# LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

## AGENDA/MINUTES

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**Date:** 10/28/2014 **Time:** public meeting 6 PM - 8:20 PM

Attendees: Steve Bush, Gup Knox, Lee Lamson, Melissa Prefontaine, Scott Campbell (at 6:30 PM)

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision
Library policy review	Reviewed policies assigned for annual review. Small revisions made. Motion by Steve, seconded by Gup to accept and implement revisions. Approved unanimously. Policies signed by trustees present. To have Jack review and sign at next meeting.
Library maintenance	Discussed need to create a plan for maintenance of various items going forward (to include timing and costs), including: spring/fall property cleanup and gutter cleaning, HVAC- change all filters, clean furnace, window washing, bug control, grass fertilization, irrigation line open/close. Will continue to get quotes for each service. Will work on an internal policy at the beginning of the year.
Budget	Reviewed budget again. Discussed possible items to adjust costs in an effort to keep budget level. To send to our bookkeeper for another review.
Trust fund	Discussed potential usage of trust fund money. We recognize that during expansion discussions with the public, the notion of using some of the money to help pay down the bond was discussed. However, additional items arose during construction as identified in our meeting last night. The trust fund money would be an opportunity to fix these remaining long-term building issues at no additional future cost to the town (and no interest rate). We will continue to discuss options with legal advisement and prepare information for the upcoming public hearing with the hope to use some money towards the building and some to go towards the existing construction bond.

Programming	Discussed the attendance and success of various new programs that have been offered at the library since the grand opening in August. There were approximately 45 people that attended the program given by the Antiques Road show recently. There have been multiple nights (predominantly on Tuesdays as this is the latest night that the library is open) where all of the break-out/programming rooms have been used simultaneously. We will continue to explore options for free programming to offer to our patrons. We are pleased to see the library used in unexpected ways that benefit our community. Will reach out to other boards in town to remind them of the free use of library space.
Upcoming meetings	Tuesday, 11/4/2014 @ 6 PM
Adjourn	Motion by Steve, seconded by Lee to adjourn at 8:20 PM. Approved unanimously.

Accepted