

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

## AGENDA/MINUTES – Regular Monthly Business Meeting

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Date: 3/26/13 Time: 6:00PM - 6:55 PM

Attendees: Steve Bush, Scott Campbell, Nate Fredette, Gup Knox, Lee Lamson, Melissa Prefontaine, Jack O'Reilly, Theresa Tomlinson, Deb Zabkar Jeff Parks, Ron

Minutes/Notes Taken By: Nathan Fredette

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of minutes	Motion By: Steve Vote: unanimously accepted	Post		Nate
Treasurers report	25% of 2013 budget requested in line with quarterly disbursements. Lee to include capital reserve amounts for transparency. Bank account balances sent via email.	-	-	-
Directors report	<p>Last month's amount of patrons was at a higher than normal amount. Wednesday's are slow, Scott believes due to the darkness, but expects the longer days to bring out more people to the library.</p> <p>Over 300 volumes have been entered into the computer database that was in the original Woodbury Langdon collection. ETA to completion of project to categorize the Woodbury collection is unknown, but close.</p> <p>Scott mentions that again running out of space to place books. We have space in the new building if we purchase end caps for the current library state.</p> <p>Discussion of reusing the current shelving. We will reuse as much as possible and have selected many of the reusable shelves.</p> <p>Discussed immediate need for additional end-cap shelving.</p>	Purchase shelves	ASAP	Scott

	<p>Payment for shelving out of trustee funds for English oak end caps. Estimated costs: 1600 + shipping. Delivery and set up covered.</p> <p>Motion by Steve: Purchase 3 end caps out of Trustee funds Seconded: Melissa. Unanimously accepted.</p>			
Selection of Officers	<p>Treasurer will be Gup and Lee will provide backup. Secretary will be Nate and Lee will provide backup. Chair will be Melissa. Steve will work on the foundation.</p> <p>Motioned by Lee, seconded by Gup. Unanimously accepted.</p>	-	-	-
Foundation	<p>Steve is finishing preparation to make sure that the Fund will be accepted by the state (Terry Knowles, AG office). Terri's approval will help us pass through the IRS. ETA: around 1<sup>st</sup> week of April.</p> <p>Residents should not write checks. Instead they should pledge monies until the foundation is settled. Once foundation is settled the intent is to place money donated into the foundation.</p> <p>Jack has a copy of information regarding donations from those who are 70+ years of age. They can donate from IRAs untaxed by the government.</p> <p>Discussion of people donating time in the form of labor. Table the discussion for the Planning meeting for the Library.</p>	Contact Terry Knowles	ASAP	Steve
Selectmen	<p>Discussed how to coordinate communication regarding building progress with the Selectmen. They requested to have meetings on Wednesdays, if available. Discussed individual's availability- Tuesdays remain the best day for all parties. Will contact Selectmen about attending their meetings instead to provide a progress report.</p>	Email Selectmen	ASAP	Melissa
Bond	<p>This week the paperwork for the bond needs to be signed. October roughly \$18k is due on the first bond payment. Possibly the trustees would need to budget \$22k to cover the payment and the bond application. Suggestion to keep money aside in case this situation occurs.</p>	Sign at Town Hall	By Friday	Available Trustees
Water	<p>Discussed latest information regarding the water situation and the schedule from Portsmouth Water. There may be a potential for the Fire Chief to sign a certificate of occupancy if the town water issues are resolved with</p>	-		

	Portsmouth in a timely fashion. Portsmouth Water Department is in process of negotiating with Pease- we will wait to see how this plays out in terms of timing (in conjunction with our construction schedule).			
Time Recording	<p>Discussion that a recording system needs to be in place so that the staff will be able to count sick days, days off, snow days, etc.</p> <p>Motion by Steve to have Debbie look into a recording system through Quick books.</p> <p>Seconded: Nate</p> <p>Voted: Accepted.</p>			
Meeting schedule	Regular Business Meeting: Tuesday, April 23 <sup>rd</sup> @ 6 PM			