

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES –Building Planning Meeting

Date: 4/9/13 Time: 6:30PM

Attendees: Steve Bush, Scott Campbell, Nate Fredette, Gup Knox, Lee Lamson, Melissa Prefontaine, Theresa Thomlinson, Grace Simms, Ron Lamarre, Jeff Parks

Minutes/Notes Taken By: Nathan Fredette

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Excess funds	Suggestion was made by Melissa that we put something in writing on how to handle excess funds if we receive a lot of donations. Ron suggested donations should stay with the library constructions since that's what they were given for. Excess funds outside of donations can be given back to the town to pay down the bond. We will recap at regular business meeting these thoughts and come to consensus on how to handle.		Soon	
Foundation Trustees	Policies and procedures need to be finalized with foundation.			Steve
Brick sale fundraiser	Where do the bricks go? How much do they cost? How to engrave? Scott will call Freshwater farms (Atkinson Landscaping company) to answer the above questions. Ron recommended that we need to find color and size and engraving cost. What's the minimum bundle they will send for engravings?		Soon	Scott
Construction Noise	Jeff and Ron will do their diligence to make sure they work during allowed hours. Theresa mentioned she looked and could not locate a noise ordinance for Newington. Jeff/Ron with their experience stated that normally the hours are 7am-5pm in most towns.			

Staff payments	Staff has not had tax withholdings – this issue should be resolved. Mary will follow up with Theresa. Raises were not given appropriately, selectmen have been notified. Scott said he would provide feedback next week to advise if the issue has been corrected.			
Logos/Letterhead	Discussion occurred about how much should be spent on Letterhead and logos for thank you cards to reply to donations. Scott has a resource to obtain estimates to help make a decision on how to proceed.			Scott
Status of Trust fund research	Gup/Lee/Nate will investigate the documents we already have to calculate the cost attributed to what the library may possibly be owed. Scott made a call to the bank that held the trust funds prior to Weiland capital to see if similar documentation is available. Nate reached out to Mark Phillips regarding availability of ledgers attesting to what the library was given.			Nate

Time: 5 – 6:30 pm Notes taken by Lee Lamson HDC Gail Pare and Paul Pelletier present.

Parking discussion	Between library and meeting house –no additional paving; area left for pedestrian walk will become parking space = 5 spaces in that area. Try to keep parking areas unobtrusive, as ‘green’ as possible. Use of Town land discussed: drainage issues, catch basin. Road width requirement for fire trucks. Code – 20’. Use asphalt (colored?), stamped asphalt (not affected by salt), pavers? Planning for about 12 parking spaces – both parallel and angled.			
Test pits	Len Thomas will dig test pits next week. Need archeologist here to observe.	Someone to contact archeologist	SOON	
Drainage	French drain around building to protect basement area. Gutters will drain into underground system to dry well. Use rain barrels? Discuss further. Re-grade ramp to rear door.			
Siding, roofing, window trim	Looked at samples. Need to see large sample of siding before making a decision.			

Accepted