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

Date: 4/23/13   Time: 6:08PM   - 8:32 PM

Attendees: Steve Bush, Scott Campbell, Nate Fredette, Gup Knox, Melissa Prefontaine, Theresa Tomlinson(6:08PM-7:40PM), Jack O'Reilly (alternate for Lee Lampson), Grace Simms(6:08PM-7:40PM), Ron Lamarre(6:08PM-7:40PM), Gail Pare(6:08PM-8:10PM)

Minutes/Notes Taken By: Nathan Fredette

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of minutes	Motion to accept by Nate Seconded by Roll call unanimous			
Building materials	Ron Lamarre passed around a panel for the siding, concrete samples for the steps, brick samples. A vote on these options won't be made until we can see them outside in the light. The samples will be left at the library for the public to view. The HDC and LBOT will decide and review by 5/14. Ron advised there isn't a mold concern for the brick.			
Test Pits	No findings on the test pits drew any concerns about moving forward with construction. Note: the archaeologist needs to be paid.			
Discussion about the Bond for Library Building repairs/construction	Melissa met with the Bond lawyer last week. The bond is contingent on a time frame. The new construction would be done by 1st of the year. If there is a significant deviation extra costs could be incurred. If any time during the life of the bond a group comes in that isn't part of the town and asks to rent a room then we have to notify the bond company.			

	Possibly May 8th the bond money would be available.			
Water Pipeline	The fire chief advised that Portsmouth hasn't made any headway regarding extending the water line to Arboretum Rd to nimble Hill. Jack will reach out to Pete Rice from the Water dept.			Jack
Request for meeting minutes	A request was made to the HDC to provide meeting minutes to the Planning board. Suggestion was made to have another meeting with HDC with public notice and meeting minutes publicized. Gail will provide her meeting minutes in conjunction with the LBOT meeting minutes when both groups meet with the Planning Board.			
Ron's updated contract	Ron reviewed his contract with the trustees, a copy of the contract is on file. Motion to accept contract as is by Nate Seconded by Gup Vote unanimous			
Survey of Library Boundaries	2002 survey was done about the surrounding Library boundaries and this will be passed from Ron onto LBOT.			
Change order	The LBOT will come up with a plan for approvals of changes not to exceed a particular amount. This is to prevent delays on the project unless necessary based on the expense.			
Decision on building Materials	By Tuesday May 14th all exterior materials should be decided on.			
Bidding on work to be involved on the project	Scott has posted on the website the form for those who want to bid on work towards the library building project.			
Trust fund research	There are documents available for records regarding the Library Trust fund. Jon Lamson will assist in finding the documents as a representative of the ToT.			
Building layout	The main access door will be handicap compliant and have a push open button. Ron demonstrated how energy efficient lighting will work. Any changes to the building need to be approved by the			

	HDC.			
Suggestion Box	Request for a dog area since patrons do not have a place to put their dog when they walk to the library. A dog waiting area is a good suggestion and this was given to the architect to try to fit this into the plans.			
Adjourn Building meeting	Motion by Meliisa Seconded Gup Roll call unanimous			
Regular business meeting begins 7:46PM				
Review and Acceptance of Building meeting minutes	Vote to accept meeting minutes for 4/16/13 and 4/9/13 motion by Melissa Seconded Gup Roll call unanimous			
Regular business Meeting minutes	Vote to accept regular business meeting minutes 3-26-13 motion by Melissa Seconded Gup Roll call unanimous			
Closed session minutes review	Vote to accept closed session minutes from 4/16/13 motion by Melissa Seconded by Nate Roll call unanimous			
Treasurers report	Trustee money $29,924.69 Town Checking $684.30 Capital Reserve $59,424 Funds $4290 Interest fees being tacked to the library account that the town owes for late fees. The town will look into those fees.			
Directors report	Scott will email Scott ordered shelving.			
Payroll issue	Taxes appear to be applied to Library employee's payroll and issue seems to be resolved.			

Trustee Orientation	Jack and Nate attended there was value in attending and it was a great review of trustee responsibilities.			
Web Hosting	Websites need to be hosted somewhere and this has been budgeted this year. Question on who hosts for the town. Scott will review web hosting options and come back to trustees.	ASAP		Scott
Stationary	Scott and Nate will review the stationary and go to Martin to finalize this for the library.			Scott and Nate
Insurance renewed	Insurance renewed and we will have the Woodbury Langdon collection evaluated once the cataloging is completed.			
Working with other boards	Ron, Melissa, and Steve met with Tom Morgan to discuss how to appropriately communicate with other boards and to review building RSA's. Was discussed that the library, being a government building, is not subject to the same building RSA's and Planning Board input is non-binding. Ron will put together a summary of all progress to date including information regarding the process that led to the current design and send documents to Tom prior to the Planning Board meeting so that board members may review. Requesting input from Planning Board on exterior lighting, parking, and landscape design. Discussed coordination with Selectmen as well.			
Closed session	Motion by Melissa to go into closed session to discuss personnel issues as in accordance with RSA 91-A:3 @ 8:15PM Seconded by Steve Roll call vote unanimous Motioned by Melissa to come back into public session Seconded by Steve Roll call vote unanimous @8:45PM			
Next Meetings	Tuesdays at 6:00PM the building planning meetings Regular Business Meeting May 28th			
Adjourn	Motion to adjourn by Nate Seconded Melissa vote unanimous			