

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

## AGENDA/MINUTES –Building Planning Meeting

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Date: 5/14/13 Time: 6:27PM - 8:16 PM

Attendees: Steve Bush, Scott Campbell, Lee Lamson, Nate Fredette, Gup Knox, Melissa Prefontaine, Theresa Tomlinson(6:27 – 7:48PM), Jack O'Reilly, Grace Simms (6:27 – 7:48PM), Ron Lamarre (6:27 – 7:24PM), Jeff Parks (6:27 – 7:24PM), Mike O'Neill (6:27 – 7:24PM)

Minutes/Notes Taken By: Nathan Fredette

Item	Discussion & Decision
Review of minutes	Motion to accept minutes for 5-7-13 by Melissa Seconded by Gup Vote unanimous
Town Accountant Billing Process	Mike O'Neill is present to assist in determining a payment plan for extracting money from the bond for the Library construction project. Mike advised that billing would occur monthly. Mike will propose a plan now that he understands more about the project. Town does not perform direct deposit for vendors.
Granite	Scott will follow up with Ron and Brian to consolidate the actual needs of the library as it relates to granite in the project.
Enlarged Basement	Ron advised that enlarging the basement would increase the budget. Currently there are sections that would be filled with concrete to seal up. Steve was inquiring if we could maximize the space for storage. The Fire Chief and building inspector would not approve of that space for storage.
Prep for planning board meeting	Ron has submitted all the drawings to the Planning Board chair. Eric Weinrieb from Altus will go over the site plans with the board. The LBOT asked the HDC be present at the Planning Board meeting.
Spinners	Spinners are in Barrington and are exactly the same size as the current ones we have. They will have 6 spinners (5 singles and a double unit) that need to be removed on the 14 <sup>th</sup> or 15 <sup>th</sup> . Melissa will contact the town hall bout possible storage. Scott will need a check for \$2200 when picking up the spinners. Nate will look into the cost of the Uhaul.

Movie Night	<p>We cannot show any movies that aren't on Library property. Scott penciled in the movie company for the Tri-Centennial date to cover if the appropriate committee would like to have the blow up screen for any videos or slideshows (ex. The History of the Newington Fire Dept).</p> <p>Sunsets will be roughly at 8:30PM in June. Melissa will call Mike Morrison to discuss bug spraying around the library.</p> <p>Tentative movie dates: 7/2, 7/30, 8/27</p>
Professional Development for Scott	<p>Harvard class for Planning Modern Libraries which would occur on 7/29-7/31 9am-5pm Cost \$1200. Scott will find out more detail to determine value and submit this information to the board. Gup will determine the budget for continuing education.</p>
Clerk of the works	<p>The LBOT is using a construction manager at risk which negates the need for the COW, but Jan felt that (in her opinion) having a COW Jan (Selectwoman) mentioned that having a COW will release the LBOT of liability. Mike O'Neil has experience as COW. Mike would be showing up once a week.</p> <p>Theresa advised the town has 2 signatures on bills over \$250 and 3 signatures on bills over \$1000. No purchase order since the bill that Jeff works up will have signatures of Architect, COW, notary, and LBOT.</p> <p>Lien waivers are typically collected by the COW.</p> <p>Mike's fee as a COW will be presented to the LBOT at the next possible opportunity this week. Mike advised his accounting fees for will be covered by the town.</p> <p>Change orders will not be submitted without the LBOT approval.</p> <p><b>Motion by:</b> Steve to appoint Mike O'Neill as Clerk of the Works and accountant for the Library Building Project pending that he provides the LBOT a contract for review. <b>Seconded by:</b> Lee Vote unanimous</p>
Polycom	<p>Paxworld funds donated a telecommunication unit for conference calls to the Library.</p>
Suggestion Box	<p>Nothing in.</p>

prequalification to bid	Jeff Parks advised that he only received two local bid requests. He said that he would put an advertisement in the paper to spread the awareness of how to propose bids. There is information at the front of the Library on how to submit bids to Jeff Parks.
Disc cleaner	New Castle library requested to co-purchase the disc cleaner to split the expense. Cost will be roughly \$700 the cost could be less since the Library is getting a discount.  <b>Motion by</b> Lee to purchase the Disc Cleaner with Trustee funds. <b>Seconded by</b> Steve Vote unanimous.
Shovels	Jack will look into the price of shovels for ground breaking.
Next meeting	Planning Board meeting @ 5/20/13 Building meeting @ 5/21/13 Next Regular business meeting @6:00PM 5/28/13
Meeting Adjourn	Motion to adjourn by Nate Seconded Melissa vote unanimous  Meeting Adjourn @ 8:16PM