

Newington Library Board of Trustees (LBOT) Meeting Minutes

Date: 25 Feb, 2014

Present: Trustees Melissa Prefontaine (M), Steve Bush (S), Jack O'Reilly (J), Lee Lamson (L), Gup Knox (G), Library Director Scott Campbell (SC)

Called to order by Chair M at 6:07

Minutes: Moved by G, second by L to accept the public and non-public minutes of 2/21/14.
Accepted 5-0

Children's Room

1. **Countertop:** Moved by L, second by G to go with the gray with "water spots" color called "Luna". Approved 5-0. M will call the architect, Ron (R)
2. **Hanger Doors:** Moved by G, second by L to go with the light steel color R had suggested. Approved 5-0.
3. **Tables:** Would like "flipable" (better for storage) and kids height. Cannot get writable and "flipable" together. Moved by G, second by S to go with "flipable", kids height tables. Approved 5-0.

Trust Fund: M and G met recently with the Trustees of the Trust Fund (TOTF) Chair. The AG's office will soon have a replacement onboard in the division responsible for this, so the pursuit of back interest can resume. The TOTF are in agreement with LBOT's plans. We hope the Selectmen will also agree. M has the lead.

Open House: Plan is still to have the addition opened to the public April 1st. Light refreshments will be provided.

Fireplaces: Trip to look for ideas tentative for 3/14

Job References: Need to establish a policy. Tabled for now.

A/V: S has put the list of required needs together for the new addition. LBOT will do a direct purchase to save money. Moved by G, second by J to proceed with A/V equipment purchases and installation not to exceed \$8500.

Managed IT Service Contract: Home Town Technology Consultants LLC came in as the low bidder at \$175/month. Moved by S, second by L to award the contract to them. Approved 5-0

Stackable Chairs: Newest ones received to look at are too heavy. We are still looking.

Office Chairs: SC informed LBOT of the chairs he has selected. Moved by J, second by G to authorize the purchase of office chairs not to exceed \$2000. Approved 5-0.

Vacancy: Moved by L, second by G to authorize SC to pursue filling of the existing vacancy. Approved 5-0. SC will advertise in the state NH Library Jobs website. LBOT has final hiring authority.

Parking: There have been some residents suggesting changes. Per Ron, it is too late. Any additions would likely be outside the LBOT's boundaries and would involve other Boards.

Insurance: Will need an estimate for replacement costs. M will contact Ron and the contractor Jeff. Book costs will be done later.

Document/Materials Preservation: Will look into companies after construction is done to evaluate how to preserve.

NH Library Spring Conference: Is scheduled for 4/23-4/24. Moved by G, second by J to allow SC to attend. The cost has been included into the 2014 budget. Approved 5-0.

Library Director Education Opportunities: SC discussed various options for his pursuit of an advanced degree associated with his position. He will keep the LBOT informed. There is no money in this year's budget for this however.

Treasurer's Report: verbal report given by G. Paper copy on file in the Library.

Next Meetings: Construction meeting on 3/7 at 9:30. Business meeting on 3/25 at 5:00.

Adjournment: Motion by L, second by J at 8:35. Approved 5-0

Respectfully Submitted

Jack O'Reilly