

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES –Regular Business Meeting

Date: 8/27/13 Time: 6:05PM - 7:49PM

Attendees: Scott Campbell, Nate Fredette, Melissa Prefontaine, Jack O'Reily, Lee Lamson, Steve Bush, Gup Knox

Minutes/Notes Taken By: Nathan Fredette

Item	Discussion & Decision
Minutes	Approval of minutes will be postponed until next meeting. Need to verify status of minutes for Aug 2, Aug 7 and Aug 13.
Treasurers Report	Available for review at library
Directors Report	Available for review at library
Messaging	Melissa discussed the communication chain and sent out a document so anyone that has questions can be directed appropriately to the resource designated to answer/reply. The trustees agree that meeting twice a month again will be beneficial to keep all informed.
Ask the Construction Manager	The trustees feel an "Ask the Construction Manager" may be beneficial to keep the townspeople informed. The construction Manager Jeff Parks would be present to go over construction progress. A flyer will go out with dates and times and the trustees will coordinate with Jeff
Selectmen meeting	Meeting on 9/9 to discuss parking lot costs and maintenance, LCHIP application
Security System	Existing security company came in to reprogram the panel to allow access to Bauen. They charged for this service. The costs of maintaining the current security system is expensive and we will bid out with new library. The town uses 4 different companies. Melissa met with 2 companies and asking bidders for an alternate bid for a group discount on other town buildings.
Fundraising	Melissa has reached out to Sprague for potential donations. Several trustees discussed their progress with fundraising.
PSNH	Jack met with the rep from the PSNH grant program in regards to lighting/heating/cooling rebates. To coordinate with Ron.
Book movement	Scott is continuing to make progress on determining the professionals that will move the books into the new expansion once completed. Scott has a second bid and is waiting to hear back.
Fencing	Jeff recommended that we use orange plastic fencing; the trustees agree this is the best option to finish the fencing perimeter. To be installed prior to the Tricentennial at the soccer field line.

Lighting	The architect provided more options for exterior lighting were shared with the trustees. Discussed possibility of energy efficient options that may be compliant with PSNH program. Will coordinate with Ron. Trustees preferred lamp D809
Nate's last day	Nate will be leaving and will send in his resignation to the town. Motion by Gup to request Jack O'Reily to take on Secretary role with Nate's resignation. Seconded by Steve Vote unanimous
LCHIP Grant	LCHIP requires pictures of the library and application by 9/13/13. Scott will pick out pictures to send to trustees and then a decision will be made on which pictures to send for the Grant. We will need to obtain the Selectmen's signatures. Lee and Gup have done extensive work to fulfill the obligations of the grant opportunity. Ron will be coming to the next meeting to discuss the grant.
Personnel Policies	Review of the Personnel Policy. Will review in email and finalize at next meeting.
Next Meetings	9/10 Building planning 9/24 Regular Business meeting Trustees will meet on the 2 nd and 4 th Tuesday of the month for the next few months.
Recognition	The trustees recognize Nathan Fredette for his service to the town of Newington.
Meeting Adjourn	Motion to adjourn by Steve Seconded Lee vote unanimous Meeting Adjourn @ 7:49PM