

Newington Library Board of Trustees (LBOT) Meeting Minutes

Date: 24 Sept, 2013

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

Called to order by Chair M at 6:02

Minutes: Moved by S, second by L to approve Sept, 2013 public and non-public meeting minutes. Approved 4-0

Treasurer's Report: Accepted and placed on file in the library. Discussion by M about recent encounter with Board of Selectman (BOS) chairman concerning previous BOS verbal commitment, since rescinded, to help with funding of newly designed library parking

Directors Report: Presented by SC.

- There were 74 patrons during the 9/21 Yard Sale.
- SC is working on shifting staffing to cover for an unavailable employee. Sees no problems yet.
- Heated walkway mats-used one we wanted already sold. LBOT authorized buying a small one for a trial use.
- Winter snow removal-informed by BOS that library would be given low priority
- Did not get a Moose Plate grant we had put in for

Rain Garden: Meeting 9/25 with UNH rep and Town Planner. M will attend. Plans moving along. BOS has committed to its installation. LBOT will NOT be the lead.

Water Line: J attended 9/19 PDA meeting. Line installation was approved. Per J's discussion with Portsmouth Public Works Director, work is expected to be done "soon". This represents a significant savings over the originally proposed cistern system.

Propane Tank: Altus Engineering is OK with new location which is now not in BOS "cognizant" property.

Trust Fund 2014 Plans: Discussed how to handle budgeting/spending/reporting. M will contact NH DRA and Charitable Trust Fund personnel for guidance.

Trustees Locked Cabinet: Recently found open by Gup. Pried open? Contents moved by M to Town Hall vault until more secure storage can be put into new addition. M also notified SC who will remind the staff that the cabinet is supposed to be locked and available only to trustees.

Policies Review: Moved by S, second by L to approve the following policies (yearly review): ADA; Circulation; Facility Usage; FAX; Financial; Interlibrary Loan; Internet Acceptable Use and Wireless Internet Use; Investment. Approved 4-0

Outside Sign: Agreed to table this for now. Still needs design, HDC approval, BOS OK for location on Town land. Will likely look like new Town sign at the Fire Station.

Stationary (Letterhead): Library has none left. Discussed options. M & SC will look into.

Security Cameras: LBOT likes the dome type best. M will get some.

Misc. Other items discussed were:

- SC will look into a method of tracking numbers using/logging in the library's public computers
- Progress meeting Friday 9/27 at 11:00 at the library on new addition
- Need to look into Building Inspector and Contract Supervisor working relationship. M will handle this.

Adjournment: Motion by L, second by @ at 7:17. Approved 4-0

Respectively submitted

Jack O'Reilly