

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: 1/17/2012 **Time:** 5:40 PM – 8:05 PM

Attendees: Scott Campbell (Director), Tom Ladd (consultant), Steve Bush (Chairperson), Melissa Prefontaine (Secretary), Lee Lamson (Treasurer; left at 6:35 PM), Grace Simms (Alternate)

Notes taken by:

Item	Discussion & Decision	Follow-up Needed	Key Contact
Review of prior minutes	Reviewed. No changes. <i>Vote: Unanimously accepted</i>	Post	Melissa/Lee
“Reasons to improve Langdon Library”	Discussed reasons based on report from David King and survey. Reasons include: Space for events/meetings/conference, Director/work space, Separate children space, Social space, Computer usage/learning area, Quiet areas, Increase in materials/collection, Physical needs (environmental control, efficiency/sustainability issues, structural needs), More services, More staff Tom will review findings from David’s report and provide concise synopsis Scott will review survey and report concise synopsis Plan is to create a firm list to use for PR Primary purpose is for improvement/addition of Library programs Secondary purpose is for community usage	Synopses	Scott Tom
Space needs/wants	Discussed Tom’s study as to space usage/need. Using set industry standards, the current size of the Library is severely deficient for the current use of the library and does not allow for any additional services. For example, the current stacks are completely full to the top, whereas the industry standard is to be only 2/3 full (allows for future needs). Discussed reasonable needs for a meeting space up to 25 people and a table that seats 12. This future space should include off-hour (library closed) independent	-	

	access to bathroom/kitchen facilities. Kid's space should be able to safely/comfortably accommodate 15 kids (and space for parents as needed).		
LRP- Additional member recruitment	Tom reminded us that any committee is to be created by the LBOT, we appoint people to the committee, and that we are responsible for the activities of the committee. An email will be sent out to those patrons who expressed interest on the survey. Another email will be sent out to the public for additional volunteer interest. Primary areas for committee work to include facility planning, fundraising, and PR. The plan is to ascertain the number of people willing to commit to the LRP scheduled activities and to have an invitational LRP Committee meeting in March. Motion to postpone the initiation of the LRP Committee until after Town Elections and LBOT members are voted in. <i>Vote: Unanimously approved (Grace voted in Lee's absence)</i>	Emails	Scott
Public Informational Meetings/2012 Budget and Town Meeting Planning	Discussed timing and purpose of meetings. Will prepare visual aids regarding status of Library business for the Public Hearing on 2/11/12. Will host an Open House near the beginning of March (awaiting new bookshelves). Will all be present to answer questions at Town Meeting (may have visual aids available). Will have invitational LRP Committee meeting on March 27 th .	Prepare AV aids	Scott, Steve, Melissa
Review of Proposed Timeline	Tom reviewed timeline of activities regarding potential Library remodel/expansion	-	
Feedback from other sources	Discussed impromptu Q&A session that occurred at the Town Office during State Voting. Many residents expressed questions regarding the survey, David's findings, etc. The questions were fielded by trustee(s) and we will plan to address in the AV aids in public meetings.	-	
Ongoing building modifications	Reviewed bookcase options sent from Tucker. Chose Formica top to coordinate with existing furniture. Will email Chip at Tucker to see if new bookcases can be ready for Open House. DVD wall remodel in progress.	Email Chip	Scott/Melissa

Future Meetings	Regular business meeting: Tuesday, 1/24/12 @ 6 PM Public Hearing: 2/11/12 LRP work session: 2/21/12 Next regular business meeting: 2/28/12 Open House: TBA Town Meeting: 3/17/12 March- schedule of regular and LRP meetings to swap weeks (due to Town Election)- Regular meeting 3/20/12 and 1 st LRP committee meeting on 3/27/12	Post	Scott
-----------------	---	------	-------

WORK SESSION NOTES- Accepted