

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: 1/24/12 Time: 6:15 PM – 8:05 PM

Attendees: Steve Bush, Lee Lamson, Grace Simms, Scott Campbell, Melissa Prefontaine

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Prior Minutes	Reviewed, no revisions. Unanimously accepted.	Post	Melissa
Financial Report	To date, monies available: \$14,110.42 in checking, \$8,904.91 in debit which includes \$1,000 donation from NH Charitable Funds (yearly donation for materials). Total+ \$23,015.33. Discussed potential use and future investment options. May consider inviting members of the Trustees of the Trust Fund committee at future meeting for further direction. Reviewed and unanimously accepted.	-	
Director's Report	Update of physical library changes: Media wall renovation completed, on time and on budget. This gained the library 30+ linear feet of additional shelving. Note that this is a temporary solution to our growing needs for additional space within the Library.	-	
Shelves	The new mobile shelving for the Children's area has been ordered and they should arrive in 8-10 weeks.	-	
Bylaws	Email response from Katherine DeForest, Esq. regarding fee structure for bylaw review. Discussed whether or not a section should be added to the bylaws pertaining to trust fund money usage, as a guideline to future board members. Will contact both Katherine DeForest and Terry Knowles for direction. Motion to accept fee structure for bylaw review and to formally hire Katherine DeForest for bylaw review- Made by Steve, seconded by Lee. <i>Vote: Unanimously accepted.</i>	Email lawyers	Melissa

Open House	Had hoped to host another open house prior to Town elections in March. However, the new shelving will not be available at that time. Additionally, concerns were expressed that hosting an open house prior to the Town Meeting could be perceived as campaigning for votes (as the current board members will be up for election this year). Discussed AV materials needed (ie, PowerPoint rolling pictures, poster board), planning, possible dates. Scott noted that Mary Crossley has expressed interest in volunteering her services in marketing needs. He will contact her to see if she may be available to contribute towards our AV needs. Melissa prepared a mock-up poster board. Information reviewed- will send out PowerPoint notes to trustees to review and revise. Plan on having final key points reviewed and emailed to Melissa/Mary within 10 days. Will wait until shelving has been installed and then decide on a date and details.	Send PP slides to trustees/contact Mary Crossley	Melissa Scott
Preparation for Public Hearing (Budget)	Discussed the need for all trustees to be present for the public hearing and town meetings coming up- to be available to answer questions and provide information. Discussed potential questions that may arise and responses to such. AV materials to be present (per meeting topic above). Discussion segued into a discussion more related to budget- the recent information brought to our attention concerning RSA 32:5 III related to integration of all sources of funding into one budget. Will plan on combining all accounts/funds this calendar year (with the help of Debbie, our bookkeeper) and will present a new/total budget for next year (at the year-end budget meeting). In the meantime, we will use the trust fund dividend money to pay for items exceeding current budget allowances (as it has been done in the past). Will create a list of such expenses from 2011 and start a new list for 2012. List of items will be forthcoming and will discuss at future meetings. The plan is the work on budget periodically throughout the year.	AV materials Create list of expenses	See above Lee (with Debbie)
Equipment Replacement	Scott discussed the need for updated computers. He will compile the specs and estimates to be reviewed at next meeting. The amount in the current budget for this line item will not fund our needs; therefore, new computers will be purchased with the moneys from the trust fund dividends.	Computer Specs/Cost	Scott
Staff Scheduling	Scott discussed new schedule to go into affect after Town Meeting, if the budget passes and we can expand library hours. Currently, he is the only full time employee and all others are part time. The plan will include part time employees working in 4 hour shifts. There may be days where there are small periods of overlap (3 employees present). Discussed the benefit of this- in the event that someone cancels a shift, there will still be 2 people on duty for part of the day. This overlap time can be used for staff meetings, staff training, continuity of services, breaks, and team building. Training for Gail is complete and she will begin taking shifts to fill in deficiencies in the schedule. Scott has recruited another person to train.	-	

Advantage Program	Discussion pertaining to e-book downloads for patrons- currently, e-books are purchased by the State and then we pay \$350 as a subscription service to purchase viewing of titles for our patrons. However, there is a waiting list for titles thru this service. Several patrons have complained that when they try to download books, their titles are not available or that there is a long wait list. A new program is being offered (Advantage) that would allow us to purchase another copy of the title to be used only by our patrons (no wait list thru the entire state). There would be a fee per title (above the annual subscription rate). Discussed potential costs associated with this and if there should be a cap. Scott will observe other local town's usage and costs and gather info from those Directors regarding usage, cost, and feedback. Will discuss at next meeting and decide if this program is something that we want to subscribe to.	Collect Data	Scott
Warrant Articles	We have 2 warrants coming to vote in March. There had been an inquiry from the Town as to how to present the warrant related to the expansion of the board. This was passed to our consultant who informed us that it needs to be a warrant in the body of the public meeting and not on the "pre voted" portion prior to the public meeting. Information giving to Bea.	-	
Election Prep	Discussed the plans for the year ahead, attendance, division of labor, etc. Members decided upon term years to run for: Melissa will run for 3 yr., Steve for 2 yr., Lee for 1 year.	Sign up at Town Hall	Each trustee
Old Business	Discussed the upcoming NHLTA conference in May, to be held in Bedford.	Sign up after elections	Each trustee (time permitting)
Next Meetings	Public hearing: Saturday, February 11 th @ 1 PM LRP meeting: Tuesday, February 21 st @ 5:30 PM Regular meeting: Tuesday, February 28th @ 6:00 PM Town Meeting: Saturday, March 17 th (time? 10 AM) Regular meeting: Tuesday, March 20 th @ 6:00 PM (note, regular and LRP meetings swapped for this month) LRP: Tuesday, March 27 th @ 5:30 PM	Post	Scott