

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: 2/21/2012 **Time:** Special Session (@ Town Hall) 5:30 – 6:30 PM, Resumed at Library 6:35- 8:15 PM

Attendees: Scott Campbell (Director), Tom Ladd (consultant), Steve Bush (Chairperson), Melissa Prefontaine (Secretary), Lee Lamson (Treasurer), Grace Simms (Alternate)

Notes taken by:

Item	Discussion & Decision	Follow-up Needed	Key Contact
Bylaws and Policies	Reviewed Bylaws and Policies with Katherine DeForest Esq. from Solloway and Hollis, Concord, NH	Revisions	Melissa
Review of minutes	Reviewed minutes from January meeting. No changes. <i>Vote: Unanimously accepted</i>	Post	Melissa
Space Analysis	Tom calculated space needs using Dahlgren standards. We currently are over 1000 ft ² smaller than current use. Discussed future needs based on projected population growth in 20 years (which is approx. 960 residents). This analysis and documentation to be used as a template going forward in public hearings and LRP activities.	-	
Time Line	Reviewed timeline for LRP activities. Discussed importance of adhering to timeline and preparatory activities surrounding the timeline and plans- especially considering current construction costs verses the forecasted increase in costs in 18 months. Trustees and Director are to continue to review and revise timeline accordingly. Will consider creating a condensed version to disseminate at the Town Meeting, time permitting	Town Meeting Handout (time permitting)	Scott/Melissa
Membership	Discussed proposed creation of an LRP Advisory Board with a particular interest in individuals with a background in Finance/fundraising and PR/Marketing. Will discuss in more detail next week and will review list of candidates for LRP and additional Board members. Discussed potential of a member of both the Historic Commission and the Selectmen to represent their prospective committees on the Advisory Board. Will contact Selectmen and request that we meet them at a meeting in March.	Contact Selectmen	Melissa

Town Meeting Preparation	Discussed PR materials to prepare for potential questions that may arise at Town Meeting. Will plan on bringing poster board to display. Steve will prepare some key points in a 30-60 second oral report.	Oral report	Steve
Foundation	Discussed a Library Foundation versus Friends of the Library. Discussed the benefits of a Foundation, including fundraising and possible grants. Motion to create a Library Foundation <i>Vote: Unanimously approved</i>	File paperwork	Steve
Field Trips	Discussed the need for patrons to get a sense of what other renovated libraries have to offer and what we can potentially add to our library. Will plan on having members of the advisory board view other libraries as advised by Tom.	-	
High Tech Meetings	Discussed potentially having some of the meetings with Tom be via internet (ie, Skype) with the additional of his newly acquired hi-speed internet connection- as an alternative to his long drive to Newington. Will plan on testing in Library in the next couple of weeks to see if the connection is well and the presentation is smooth and non-disruptive.	Test	Scott
Other business	Discussed Trust Funds and the need to obtain a better understanding of their establishment, usage, investment, financials, etc. Recent attempts have been made to locate original documentation (in Library attic, Town Vault, with Historic Society, and Trustees of the Trust Fund) to help answer these questions. Planning for the Trust Fund cannot occur until more information is received. Will plan on inviting a member of the Trustees of the Trust Fund to next meeting. Discussed need to update computers and potential expense. Scott and Steve to coordinate efforts.	Contact Mark Phillips or Chris Bellmire	Steve
Next Meetings:	Regular meeting: Tuesday, February 28 th @ 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