

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: 3/20/12 Time: 6:07 PM – 8:20 PM

Attendees: Steve Bush, Melissa Prefontaine, Gup Knox, Scott Campbell, Nate Fredette (until 7:30 PM), Lee Lamson (arrived at 7:40 PM)

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Review past minutes	Reviewed minutes. Correction to section on “additional trustees”. Accepted with revisions.	Correct and Post	Melissa
Treasurer’s report	Deferred- treasurer (Lee) not present at beginning of meeting. Will review via email.	Email	Lee
Director’s report	<p>Scott has not had time to create report due to a multitude of unforeseen issues at the Library. Did note that patron counts are up from last month and higher than same month last year.</p> <p>Discussed that from this point going forward, we will review previous month minutes, treasurer’s report, and director’s report via email prior to the meeting- this will make meeting time more efficient. Will plan on posting reports along with minutes at the Library.</p>	Create Treasurer’s report and Director’s report to post in book at Library	<p>Lee</p> <p>Scott</p>
New trustee orientation	Provided an overview of responsibilities with new trustees (oral and review of written orientation document highlighting activities from 2011 until present). Provided with CD containing pertinent LBOT paperwork and information. Both are pending being sworn in.	New trustees to review documents on CD	<p>Gup</p> <p>Nate</p>
New schedule	Reviewed staffing changes to accommodate new extended Library hours, starting April 4 th . Scott has been unable to find qualified staff to work consistent 4-hour shifts every week. However, Kaytee (volunteer) has requested to become staff and will work 3 shifts per week and this will help fill in gaps. Discussed possibility of exploring an assistant library position in the future. Will attempt to work with current staff to fill vacancies in hours.	–	

Shelves	New children's area shelves due to be installed next Monday. Discussed what to do with old shelves- will salvage some for adult stack area and store the remainder.	Contact Victor to help with storage solution	Scott
Open house	Discussed open house for April 4 th . Will post at Town sign (in front of fire dept.) and at transfer station. Scott to ask his dad for wine donations. Will get mini-Moe's and snack items from BJ's. Will have printed materials prepared for take home and a sign-up sheet for focus groups. Open house- April 4 th , 5-7 PM	Contact town for sign Wine Food	Melissa Scott Melissa/ Scott (day of)
Computers	Replacements arrived today and are currently being set up by an IT volunteer.	—	
Policies	Reviewed outstanding policies- all except "internet usage" completed. Discussed consultant suggestions- including log in on computer. IT volunteer informed us that it would not be possible without a server (which we do not currently have) - and therefore, cost prohibitive at this time. Will continue with sign in sheet for time being. To ask surrounding libraries what their internet policy is and potential email NHLTA list serve. Will attempt to finalize this policy via email, potentially revisiting prior to next week's LRP work session	Reach out to other libraries for assistance with internet policy	Scott/ Melissa
LRP	Inauguration of LRP Advisory Board (under the direction of the LBOT) meeting planned for April 17 th . Scott to email interested parties- will also post at Open House. The goal is for community involvement with a plan for interested parties to help develop subcommittees in various areas (ie, fundraising, marketing, etc.). Once subcommittees are formed, we (LBOT) will chose delegates amongst ourselves to attend those committee meetings and to help set up focus group meetings.	Email/Post	Scott
Public meetings/ Focus groups	Started discussion regarding timing and focus of public meetings. Will discuss further with consultant next week at LRP meeting and at next month's inaugural LRP Advisory Board meeting. Basically, will plan on a general information session in May- one in the day, one in the evening- to provide an opportunity for citizens to ask questions and give us feedback (similar to survey questions). Discussed that focus group meeting may potentially be held every month from now until end of summer- each with a different focus. Additionally will plan on 1 or 2 public hearings, once more firm plans develop.	Continue to organize at next week's LRP meeting	
Misc.	Need new keys and security codes for new trustees, new updated phone number/email list. Mel set up a new email distribution list thru our website- trustees@langdonlibrary.org.	Keys	Scott

Movie night	Will plan on movie night once weather is predictably stable and warm. To contact Town regarding mosquito spraying- to plan on movie night after spraying. Will discuss more at next month's meeting	Mosquito spraying	Melissa
CLOSED SESSION	Went to closed session at 7:50 PM to discuss staffing concerns and pay issues. <i>Vote: Unanimously approved to go into closed session and end regular (public) meeting.</i>	—	
Next meetings	LRP work session: Tuesday, March 27 th @ 5:30 PM Open House: Wednesday, April 4 th 5 – 7 PM LRP ADVISORY meeting: Tuesday, April 17 th @ 5:30 PM Regular Business meeting: Tuesday, April 24 th @ 6:00 PM	Post	Scott