

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/NOTES – Long Range Planning Work Session

Date: March 27, 2012 **Time:** 5:30- 7:40 PM

Attendees: Scott Campbell, Steve Bush, Lee Lamson, Gup Knox, Nate Fredette, Melissa Prefontaine, Grace Simms. Consultant- Tom Ladd. Visitors – Theresa Tomlinson, Diana Wong, Sarah McLean.

Notes taken by: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Minutes	Reviewed by trustees via email- no revisions.	Post	Melissa
Visitors	Acknowledgement of visitors. Brief introductions of new trustees, consultant, guests.	–	
Internet Policy	Revisions conducted among trustees via email. Minor changes to wording. Agreed on content and presentation. Will send to Kate DeForest, Esq. for final review. Once reviewed and accepted, will print final copy for trustees to sign (to put into effect). Final version of the policy will be added to the Library website, in addition to a copy being located in the Library. Will also post Internet Policy at computer workstations.	Send to lawyer	Melissa
Trust Funds	Briefly discussed status and history of trust funds (to orient new trustees). Discussed legal advice of lawyer in town regarding how to proceed with probate, etc. Also discussed dividend interest with Tom- we have not been receiving the total annual amount, but requested that to change this year (to Trustees of the Trust Funds). To contact Justin Richardson for legal assistance with how to progress with unraveling the funds and petitioning state for access.	Contact Justin	Melissa
Officers	Discussed officer positions briefly with new trustees- yet to be sworn in. Will elect officer positions at next regular meeting.	–	
Shelves	New children's area rolling shelves are installed and materials currently being shelved. We gained a couple of rows of shelves and created more aisle space and better access- for safety.	–	

Open House	Open house scheduled for April 4 th from 5-7 PM. Announcements have been posted around town- will bring sign to Transfer Station on that day. Discussed refreshments and paper goods to be obtained. Discussed bartender- Nate volunteered. Discussed key talking points for Trustees to have prepared, tours of attic and basement, flyers to be handed out, and raffle items. Trustees to all bring coolers if available.	Flyers Refreshments Coolers	Volunteers Scott/Melissa All Trustees
Public Meetings/ Timeline	Discussed timeline of public events with Tom. A sign-up sheet to participate in focus groups later in April will be made available at the Open House. Additionally, a blast email will be sent and a notice will be posted at usual Town Locations. There will be 2 focus group dates for the public to share information of current building findings, review survey results, and gather further feedback from citizens as to what they would like to see happen in terms of renovating/expanding the library. Dates listed below- will plan on using the Library, but in the event that the number of people exceeds seating capacity, will plan on relocating to the DeRochemont Room. Tom will also attempt to set up a separate meeting with community leaders (members of other boards in town) to review the same data. After the focus group meetings, Tom will use this information (in addition to other already obtained data) to create a draft of a building plan. In May, will plan on inviting preselected Architects to create concept plans for review.	PR for focus group meetings Reserve space Provide Tom with community leader contact info	Scott Melissa Melissa
Future Meetings	Library Open House: Wednesday, April 4 th , 5-7 PM Focus Group 1: Tuesday, April 17 th , 5:30- 7:30 PM. Brief LRP meeting to follow. Focus Group 2: Saturday, April 21 st , 12:00- 2:00 PM Leader Focus Group: TBD Regular Business Meeting: Tuesday, April 24 th , @ 6:00 PM	Post	Scott