

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: 6/26/12 Time: 6:05 PM - 8:55 PM

Attendees: Scott Campbell, Gup Knox, Lee Lamson, Steve Bush, Nate Fredette, Melissa Prefontaine

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Key Contact
Review of Minutes	No Changes. Discussed where to house closed meeting minutes <i>VOTE: Unanimously approved</i>	Post	Melissa
Treasurer's report	Review of spending to date- we are on target for expenditures/budget to date. No issues. Lee met with auditors (town) at Town Hall. Answered questions and provided written documentation as requested.	–	
Director's report	Scott sent via email – reviewed by trustees online. Patron statistics remain consistent, with the increase in patron count on Wednesday nights (since the addition of more hours). Items checked out remain flat, but number of visits has increased. Scott updated on completed action items or items requiring attention: <ul style="list-style-type: none">• TV- was able to procure a reduced rate of \$350; however, will need to arrange pick-up. <i>VOTE: Unanimously approved purchase</i>• Rugs- old rugs not worth saving at this juncture. Will bring to transfer station. To replace one for in front of hearth. <i>VOTE: Unanimously approved to replace 1 rug</i>• Door- front door is literally falling apart. We cannot wait until future expansion to fix the door. Scott talked to E.J. and discussed scope of work. Current door is custom and it may be more cost effective to fix the existing door for now. <i>VOTE: Unanimously approved work up to \$400</i>	F/U on TV, rugs, shelving, and maintenance items	Scott

	<ul style="list-style-type: none"> • Other items for repair- casters on table need to be tightened, kitchen needs shelves or cabinets for storage. Scott will get quotes from EJ- will discuss at future date. • Extra cart at circulation date- there is a new for more space. Discussed shifting circulation desk components and adding a corner shelf to house e-readers. Scott will look into options and will report at next meeting. Also need a bigger book truck. <i>VOTE: Unanimously approved the addition of another rolling book truck/cart</i> 		
Summer programs	Scott has been coordinating summer programming- many presenters are pro bono. Discussed the need for additional funding in next year's budget. May go over budget this year and will make adjustments accordingly, taking funds from trust if necessary. Gail K. in charge of activity coordination- to occur every Wednesday all summer.	—	
Movie night	<p>Director recommends that we continue. Discussed how to organize better for future events. Need to coordinate with P.D. Melissa spoke with Swampfixers (next day) to coordinate better bug spraying. Discussed timing and potential for double feature at next date (July). Additional cost is \$99. Discussed that Rec. Dept. donating funds.</p> <p><i>VOTE: Unanimously approved double feature (additional cost, regardless of additional funding)</i></p>	<p>Email P.D.</p> <p>Rec. Dept.</p>	<p>Melissa</p> <p>Scott</p>
Selectmen meeting	<p>Discussed items to discuss with Selectmen next week, including trust fund issues and disbursement of budgeted funds. Need to put in writing our request including amount of funds, RSA, Budget, and Debbie's C.V.</p> <p>Selectmen meeting – July 2nd @ 6:30 PM</p>	Letter	Gup
Digital media	We are now online with Overdrive Advantage, but have not yet tested it. Scott needs to do some PR. Will add to next newsletter and on social media sites. So far, Scott has purchased "50 Shades of Gray". Discussed a venue for patrons to request book titles to be added. Discussed online encyclopedia service, under \$300 per year. Scott expressed the importance of having some type of reliable reference source available for students. Scott will get more info and send via email.	PR	Scott

Communication needs	Discussed alternate formats for storing and disseminating information. Suggested upgrading to Google Drive. Steve will look into SharePoint.	SharePoint	Steve
Historical District report	Still have not rec'd report from Peter (from State). Scott spoke to David King (who was present at assessment) and he has offered to write the report for us. Scott will coordinate with Peter and/or David.	Report f/u	Scott
RFQ/ Architects	Discussed status of consultants and architects. Scott negotiated lower rate with Nolan Lushington. He is available on a per diem basis. He suggests coming up for a day visit and will help us weed thru the RFQ responses. Scott will confirm an hourly rate and get a better idea of how much time he feels we would need him for (to plan for budgeting). Reviewed letter to send out to architects and considered Nolan's suggestions (via email). Discussed the importance of being concise and that Nolan may be the best person to amend the letter. Scott will contact Nolan to see his availability. Will coordinate via email. If he doesn't have time, we will adjust accordingly. Lee will add information to existing letter (to be sent to Nolan).	Nolan/RFQ letter	Scott/Lee
Trust funds	Discussed the need to do our due diligence in terms of fixing the trust to comply with the law and potentially recapture funds for best usage. Gup to summarize key points to put into a letter for Selectmen (for meeting next week)- will review via email.	Letter	Gup
Closed session	Vote: Unanimously agreed to end public session and go into closed session from 8:10 PM – 8:45 PM to discuss budget and staff issues. Notes to be sealed. Voted unanimously to come out of closed session.	(sealed)	
Next meetings	Next Regular meeting (combined with LRP): July 24 th at 5:30 PM Next Outdoor Movie Night- July 25 th – double feature planned	Post	Melissa