

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: 8/28/12 Time: 6:05 PM - 8:40 PM

Attendees: Scott Campbell, Gup Knox, Steve Bush, Melissa Prefontaine, Grace Simms, Debbie Zabkar (@ 6:25 PM)

Minutes/Notes Taken By: Melissa Prefontaine

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of Minutes	No revisions <i>Motion: Steve motioned to accept minutes without revision</i> <i>Vote: Unanimously accepted</i>	Post		Melissa
Treasurer's report	Sent via email- Lee not in attendance. Will table discussion of funds until later (in budget talks).	—		
Director's report	Average of 40 patrons/day- which is an increase from years past. Wednesdays are starting to become busier, whereas Saturdays have been a bit less busy. All other stats remain steady (on the high end). TV still pending- former plan fell thru. Scott has put a request in to Best Buy for a donation. Movie night has gone well and there has been a request to host another one for September. Will monitor weather and decide then. Scott to contact Rec. Dept. to inquire as to whether they would like to host the additional movie night.	Contact Bob Dell Isola (rec dept.)	1 week	Scott
Trust Fund Status	Discussed all findings (related to trust funds) obtained from Probate Court, the Town Vault, the Town Reports. Discussed phone discussion with Trust Lawyer from Solloway and Hollis and her recommendations to proceed with unraveling funds as it is our fiduciary responsible to do so. The cost of legal assistance will come out of the Trust Fund. Need to get written confirmation from lawyer prior to making any decision. Will readdress at next meeting.	Contact Lawyer	By next meeting (9/25/12)	Melissa

Financial Operations	<p>Discussed how to better arrange our funds, the plan for receiving funds from the town, a policy for expenditures and financing, when the quarterly disbursements should begin, and if we should consider opening a credit account.</p> <p>Steve will construct a letter to the Selectmen summarizing the status of the trust funds and our request to change the beginning of the quarterly disbursement to be January 1st 2013 start date. Will also send a letter monthly to the Selectmen to keep them abreast. Will request to meet with them in September to discuss in person.</p> <p>Discussed internal control measures with spending funds, the need for a credit account, and properly reflecting all of this on a new policy (which Steve will be working on).</p>	<p>Letter to Selectmen</p> <p>Policy (contact Tom Ladd)</p> <p>Look into credit account</p>	<p>By next meeting (9/25/12)</p> <p>“</p> <p>By October meeting (10/23/12)</p>	<p>Steve</p> <p>Steve</p> <p>Steve</p>
Budget	<p>Based on the recommendation from the Trust Lawyer, we will defer from reporting trust fund monies on our budget until the trust fund situation is resolved. Do not anticipate any big changes in our budget, as we made large changes already last year. Discussed personnel raises and suggestion from town to base on merit. COLA amounts come out in October- will address budget concerns at that time.</p>	—		
Purchases	<p>Scott to purchase a locking file cabinet.</p> <p>Door- was painted but does not match. Will wait until spring to readdress.</p> <p>Photocopier- our photocopier is temperamental at best. Viewed Scott's suggestion for a replacement.</p> <p><i>Motion: Melissa motioned to allow Scott to purchase a copier and file cabinet by 9/1, to utilize the copier rebate</i></p> <p><i>Vote: Unanimously accepted</i></p>	<p>Purchase file cabinet and copier</p>	<p>Immediately</p>	<p>Scott</p>
Professional Development	<p>Three upcoming conferences for Scott in October and November- there is around \$1200 left in the line item for this type of expenditures (however, there are pending expenditures that have not been submitted). Each conference has a different focus and would all be valuable. Scott will send out an email summarizing the expense for each and we will address at next</p>	<p>Email trustees a summary of the conference costs</p>	<p>1 week</p>	<p>Scott</p>

	meeting.			
Architects	Meetings on this Thursday and Friday- @ the Library. Several patrons have been invited; however, questions to architects will be from the Trustees. If others have questions, they can direct them to us to filter and ask.	—		
Foundation	<p>Discussed form letter from Epping regarding tax deductions for those who donate to the library versus establishing a foundation. Discussed who will establish the foundation (paperwork, bylaws).</p> <p><i>Motion: Steve made a motion to hire Tom Ladd to establish a foundation (including paperwork and bylaws)</i> <i>Vote: Unanimously accepted</i></p> <p>Also discussed the need to submit a warrant article for the Library to accept donations. Will revisit in November meeting</p>	<p>Contact Tom Ladd</p> <p>—</p>	Immediately	Scott
Collection Management	<p>Currently understaffed to appropriately manage the collection in the current state (and in our current lack of space situation). Discussed need to optimize space (add shelving), not buy anymore items to add to the collection, or weed items more aggressively (which will require more man hours and increase staff budget). Discussed the need for appropriate staffing and impact on budget going forward. Scott will analyze options to discuss at next meeting.</p> <p>Shelving- may be able to add end-cap shelving at the end of each stack in the reading to add space (equivalent to a 6 foot stack – total). Scott will get estimates.</p>	<p>Analyze data</p> <p>Estimates</p>	<p>By next meeting (9/25/12)</p> <p>“</p>	<p>Scott</p> <p>Scott</p>
Digitization of Town Reports	Town had started digitizing old town reports, starting now and going backwards, but the project was stopped. Scott talked to Town about continuing the efforts and offered to help. Discussed that there may be a grant for Libraries that may contribute towards that task. Tabled discussion for now until Scott can gather more information from Selectmen/Town.	—		
Library birthday	Researched library birthday- library built in 1892, stocked and “officially open” on September 20, 1893. Scott to include the Library Birthdate in the Newsletter.	Post in Newsletter	September	Scott

Star Gazing	Discussed whether it would be prudent to host star gazing on the same day as our next meeting- elected to host the next day (October 24 th).	Post		Scott
Next meetings	Next Regular meeting: Tuesday, September 25 th @ 6 PM Next LRP meeting: Tuesday, September 11 th @ 6 PM Architect interviews: This week, Thursday and Friday @ 10 AM and 1 PM each day	Post		Melissa