

Conway Public Library Board of Trustees

Minutes May 12, 2014

Members present: Barbara Douglass; Colleen Hill; Mark Hounsell; Bill Marvel; David Paige; Lucy Philbrick; Linda Fox Phillips, and David Smolen, Director.

Mark called the meeting to order at 3:58.

Mark stated that he wanted to bring to the floor the motion from last month's meeting to elect Colleen the Vice Chairman. The motion carried 5-0-2 (Barbara and Linda abstained).

Meeting Minutes:

Barbara moved, seconded by Bill, to change one sentence after Bill clarified that he had not spoken to a member of a local bike club so his statement needed to be recorded as a tentative possibility. The motion carried 5-0-2 with Colleen and Linda abstaining. Bill moved, seconded by David that the minutes of the April 14, 2014 meeting be approved as amended.

The minutes of the nonpublic meeting were approved as written 7-0 after a motion to approve was made by Barbara, seconded by Bill.

Reports

Treasurer's report (please see attached report) Bill told Colleen that he needed \$165 from one of CD's due in May to pay for a subscription to Paris Match. After some discussion, Bill agreed to attend to the CD's and withdraw the required funds.

David commented that a bill in the NH Legislature HB 297 was passed which would enable the governing body of public institutions to make more aggressive investments with their trust funds. David will forward information from the Manchester Public Library. The Trustees agreed that they would like to have an investment advisor meet with them to discuss the implications of the law

Linda moved, seconded by Barbara that the Treasurer's report be accepted. The motion passed 7-0.

Director's Report: (Please see attached report) David reported that the library has two very good candidates for the new Youth Services Director position. They have final interviews next week. The new person will start in July.

David reported that two significant pieces of library building equipment have failed and will need to be replaced. PSU has donated two repaired laptops to the library. The parking signs have been installed and the parking does seem to have improved. And David will be meeting with Paul D to discuss how to manage the vermiculite. Mark stated that he will also talk with Paul.

The Library will have a display of paintings from the White Mountain School of Art on display during July 2015. David will check on the necessary insurance for the display.

Friends: The book sale was very successful, raising over \$1600. The Friends are also paying for a program which is called The Isle of Sholes which is a dramatic re-enactment

Old Business

Linda reported that she had met with David and they do not need to revise the policy describing how much vacation time a staff member changing from full time would receive since the three full time positions at the library are now all management positions and cannot be converted to part time. Linda moved, seconded by David, that Director Smolen be authorized to negotiate a 4 week vacation with the staff member who is reducing her hours. The motion carried 5-2 (Bill and Barbara opposed).

Non-resident Policy

David will bring a revised policy to the June meeting for action. Mark moved, seconded by Colleen that the new policy be effective 1/1/15. The motion carried 7-0.

New Business

Mark requested volunteers for a new Facilities/Parking Committee. Lucy, Bill and Colleen volunteered with Colleen being appointed the chair. They will work with David Smolen.

2014 Library Payment: Bill and David S will develop a payment model for the library to make its annual payment to the town based on its projected cash flow.

Materials on Deposit. Director Smolen stated that there a number of "materials on deposit" in the Henney History Room. He stated that this is generally not a good practice; he will work to see if the materials might be donated to the library. Town reports cannot be given away by town officials. If not, he will play to return them to their owner. He will draft a policy describing how this issue will be handled.

Board Issues

Bill has noted that there are a number of tobacco smokers who do not observe the library's no smoking signs. David replied that he will encourage staff to enforce the policy.

Barbara praised David and Betty for having been very helpful to her in dealing with downloadable books.

The next meeting of the Trustees will be held Monday, June 16, 2014 at 4pm.

The meeting was adjourned at 5:36pm.

Respectfully submitted,

Linda Fox Phillips, Secretary