

## The Conway Public Library Board of Trustees

Minutes January 25, 2016

**Members present:** Deb Cross; Donna Dolan; Mark Hounsell; Bill Marvel; David Paige; Lucy Philbrick; Linda Fox Phillips; and David Smolen, Director.

Mark called the meeting to order at 4 pm.

**Meeting minutes:** Lucy moved, seconded by Bill, to approve the minutes as written. The vote was 5-1-1 with Mark voting nay and David P abstaining.

### Reports

- A. Treasurer's report** (see attached report): Bill made two numerical corrections to his report. Lucy moved, seconded by David P, to approve the report as corrected. The motion carried 7-0.
- B. Director's report** (see attached report): David reviewed his primary report items.
- C. Friends of the Conway Public Library:** David reported that the Friends will be holding their first book sale in April. The fundraiser at Flatbreads was well attended and the Friends have already booked the Christmas week date for their next fundraiser there. Donna also reported that the Friends will have a market bag fundraiser at Hannaford's market.

**George Stanley did not attend the meeting.**

### Old Business

- A. Roof** – Paul D is putting the project out to bid after receiving the project description.

### New Business

- A. Technical Services assistant:** Linda moved, seconded by David P, to approve the hiring of a Technical Services Assistant. The motion carried 7-0.

- B. Use of the library for political candidates. David S stated that he had not been informed that a political candidate had booked the Ham Room until it was too late to change the booking. He stated that he and his staff would recommend either Salyards or one of the public school auditoriums to any other candidate seeking to use the Ham Room as it is too small and there is insufficient parking for such events.
- C. Mark distributed copies of a draft of the library's report for the annual town report. He requested he receive editing recommendations by January 27, 2016.
- D. Business patron cards: Deb moved, seconded by Donna, to form a committee to develop a policy draft for the issuing of library business cards. The motion carried 7-0. Mark appointed David P as chair to work with Lucy and Deb to write a draft policy.

7. Board Issues: Linda stated that in the past, once the trustees have approved the library budget, it was the responsibility of the trustees to present the budget to the Selectmen and to the Budget Committee. Mark disagreed, saying that once the Selectmen had approved the library budget, it was their responsibility to present it to the Budget Committee. The library budget is again on the Budget Committee agenda for February 1, 2016.

8. Director's annual evaluation: There was a discussion of the evaluation form which Mark had given to each of the trustees. Mark and Linda will make revisions to the form which reference the job description and then send it out to the trustees. Deb moved, seconded by David P, to accept the edited evaluation for this year to conduct an evaluation of David S.

The next meeting of the trustees will be Monday, February 22, 2016 at 4pm.

Mark declared the meeting adjourned at 5:21 pm.