

The Conway Public Library Board of Trustees

Minutes May 16, 2016

Members present: Deb Cross; Donna Dolan; Mark Hounsell; Lucy Philbrick; Stacy Sand; Linda Fox Phillips; and David Smolen, Director.

David P called the meeting to order at 5 pm.

Minutes: Lucy moved, seconded by Deb, to approve the March 21, 2016 minutes as edited. The motion carried 6-0-1 with Stacy abstaining.

Lucy moved, seconded by Deb, that the minutes of April 25, 2016 be approved as edited. The motion carried 7-0.

Reports

Treasurer's report: (see attached statements) Deb distributed the statements. She stated, in response to Mark's question, that the monies deposited in the Charter Trust, have earned over \$10,000 in 2016. Representatives of Charter Trust will attend the June meeting to answer any questions about the library's trust funds. Linda moved, seconded by Lucy, to accept the Treasurer's report. The motion carried 7-0.

Director's report: (see attached report) David reported that Useful has saved the library significant money on bills for computer services from Computer Port (David also mentioned that Computer Port has been more than fair with their billings.) David anticipates needing to budget less monies for technical support in 2017.

Friends: There will be a book sale in June and the library will benefit from the Hannaford Bags for a Cause in June.

New Business

1. Use of Ham Room – David S will redesign the form used to reserve the Ham Room to state that the attendance is limited to 60 persons. He will edit the policy for the next meeting of the trustees. Roger Landry made several suggestions for David to consider in the drafting process.
2. Roberts Rules of Order – The Trustees will review the 11th edition of Roberts Rules in preparation for their June meeting discussion. David P referred the issue to the Grievance and By-laws Committee chaired by Donna Dolan for their review.
3. David S reviewed the schedule of training by Bywater Solutions. He requested that he be allowed to close the library on June 13 so that all staff may participate. Linda moved,

seconded by Mark, that the library be closed on June 13. The motion carried 7-0. Stacy suggested that the library scheduled any planned maintenance that day and David S agreed that it would be wise.

4. Investment Policy Review. The trustees agreed postpone consideration of the policy until after the meeting with the Charter Trust staff members.

Public Comment

Roger requested that board transparency be improved with timely postings on the library website. David P agreed that it needs to be improved and will work on it. David S mentioned that the date and time of the Trustee meetings is on the library calendar.

The next meeting will be June 20, 2015.

The meeting was adjourned at 6:18pm.

Respectfully submitted,

Linda Fox Phillips, Secretary