

The Conway Public Library Board of Trustees

Minutes July 18, 2016

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

David P called the meeting to order at 5:00 pm.

Minutes: Deb moved, seconded by Donna, that the minutes of the June 20, 2016 meeting be accepted as edited. The motion carried 6-0-1 with Mark abstaining.

Reports

Treasurer's report: (see attached reports) Deb stated that everything looks good for the fiscal year. She will resend the reports to ensure that everyone has a copy.

Director's report: (see attached report) David reported that the staff worked tremendously hard to complete the migration to KOHA software. The collaboration with the Recreation Center staff was very successful with over 80 kids attending the Hampstead Stage.

The Friends of the Conway Public Library: The book sale netted \$800 and the event at the 99 Restaurant brought in \$250. The Friends are participating in the Harry Potter Day.

Old Business

1. Mark will find a contractor who will bid on repairing the outside steps.

New Business

1. Donna presented the committee's suggested new by-laws.
2. Linda left the meeting for another engagement.
3. David described the possibility of using Paypal as a method for patrons to make payments to the library. Lucy moved, seconded by Mark, that David do additional research.
4. There was discussion of the library purchasing a laptop for the use of the Treasurer. Mark moved, seconded by Stacy, that David pay up to \$600 as well as \$200 for Quick Book software. The motion carried 6-0.
5. Mark made a motion, seconded by Stacy, that David S hire Craig Evans as an archivist. The motion carried 6-0.

Board Member Issues

Donna discussed her concerns about the roof contract. Lucy moved, seconded by Mark, to ask Paul D to answer questions about the contract at the next trustees' meeting.

Code of Ethics: Mark submitted the changes he would like to see made to the Code of Ethics. Stacy moved, seconded by Deb, that the board adopt a code of ethics. Mark then moved, seconded by Donna, to table the motion and discussion. The motion carried 4-2.

Public Comment

Bill Marvel stated that he thinks an outside secretary would be a good idea. He also stated that the language of a Code of Ethics can be misinterpreted.

The meeting was adjourned at 7:03 pm.

The next meeting of the Board of Trustees will be at 5pm on August 15, 2016

Respectfully submitted,
Linda Fox Phillips, Secretary
With assistance from Lucy Philbrick