

## The Conway Public Library Board of Trustees

### Minutes      September 19, 2016

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

**Excused Absence:** Mark Hounsell.

David Paige called the meeting to order at 4:59 pm.

**Minutes:** Lucy moved, seconded by Deb, to approve the minutes of the August 15, 2016 meeting as edited. The motion carried 6-0.

Lucy moved, seconded by Stacy, to approve the minutes of the August 24, 2016 meeting.

#### Reports

**Treasurer's report:** Deb reported that the Treasurer's reports will now be available on line. David S stated that 2016 library expenditures are comfortably within budget. Linda moved, seconded by Stacy, to approve the Treasurer's report. The motion carried 6-0.

**Director's report:** (Please see attached report) David attended the open houses of the schools in SAU #9 with a table of books and the opportunity to get a library card. Stacy shared her conversation with Paul D when they discussed changes to the insulation project. The town will take over the snow removal on library sidewalks which will result in a saving for the library.

**Friends of the Conway Public Library:** The annual meeting of the Friends is Wednesday, September 21, 2016. David P will meet with Anne to review the budget for the maintenance of the gardens and grounds to determine how the costs will be divided.

#### Old Business

- A. Grievance Procedure: Linda moved, seconded by Lucy, to adopt the proposed amendments to the procedure in the Personnel Manual. The motion carried 6-0.
- B. Salary Scale: David provided an overview of the data he used to develop the salary scale. David P recommended eliminating the three intermediate steps and maintaining the full range. He also suggested describing the skills and education required to meet each level. David S will send the edited scale to the board members for their review.

## **New Business**

- A. Hiring Recommendation:** Deferred to non public session
- B. Front Driveway:** David reported on his discussions concerning the paving of the front driveway he's held with Paul D. He stated that the library will share the cost with the town and that the monies are in this year's budget.
- C. 2017 Budget:** David discussed issues pertaining to salaries, electronic materials; insurance costs, and technology. The budget will be further discussed next month. In discussing revenues, it was noted that several of the smaller trust funds are dedicated to certain book or magazine purchases.

### **Public Comment:**

Bill Marvel asked whether the library's job vacancy had been advertised; David S replied that it had been advertised three consecutive days.

**Non public Session:** Linda moved, seconded by Donna, that the trustees adjourn to a non-public session. David P took a roll call vote. The motion carried 6-0.

The next meeting of the Conway Public Library Board of Trustees will be Monday, October 17 at 5pm.

The meeting was adjourned at 6:23 pm.

Respectfully submitted,

Linda Fox Phillips, Secretary