

The Conway Public Library Board of Trustees

Minutes October 17, 2016

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

Excused Absence: David Paige.

Donna Dolan called the meeting to order at 4:57 pm.

Minutes: Deb moved, seconded by Lucy, to accept the minutes as written with Mark abstaining due to his absence.

Reports

Treasurer's report: (Please see attached reports) Deb reported that the Charter Trust investments have made money for the Library. US Trust is sending the Library a \$6,000 check from the Henney Trust which will be part of the nearly \$20,000 check the Library sends to the town at the end of the year. Mark clarified that disbursements to the town are made from the operating account. David acknowledged that he had misprinted the entries on the Profit and Loss statement which will be corrected. Lucy moved, seconded by Donna, that the Treasurer's report be accepted as presented. The motion carried 6-0.

Looking at the summary budget report, Donna asked several questions about entries. David clarified that monies which have been encumbered but not yet spent do not appear on the budget report.

Director's Report: (See attached report) David reported that the application to the National Register of Historic Building is almost complete and will be submitted soon. He also stated that the staff is continuing their training on the Library's new electronic resources.

Friends of the Conway Public Library: David will meet with Ann Smith and Colleen Hill to review the proposed 2017 budget. David described a recent program which the Friends provided.

Old Business:

- A. Salary Band recommendations: At Mark's request, David identified which categories the current staff members are placed in currently. Linda moved, seconded by Lucy, to hire Holly Johnson effective September 19, 2016. The motion carried 5-0-1 with Mark abstaining.

- B. Landscaping expenses: David met informally with David P and Ann Smith to discuss an appropriate division of expenses for landscaping in the park and grounds between the Friends and the Library. It was felt that the Library should take care of larger maintenance issues while the Friends handle such matters as annuals around the grounds. David S then reported on decisions made with Earl and Paul D concerning snow removal.
- C. Revised draft of 2017 proposed budget. David reviewed the proposed 2017 budget. The Trustees will review the budget and take formal action at their November meeting. In response to questions, David described projected income revenues.

New Business

Holiday schedule: David distributed the holiday schedule and confirmed with the board when the library will be closing on the days before major holidays.

Board Member Issues

1. Donna stated that we needed to give Bobbi Fraser a card commemorating her retirement. She agreed to purchase a card which all board members will sign.

Date of next Board meeting

After some discussion, it was agreed that the date for the next board meeting will be November 21, 2016 at 5pm

The meeting was adjourned at 6:18 pm.

Respectfully submitted,

Linda Fox Phillips, Secretary