

## The Conway Public Library Board of Trustees

**Minutes    November 21, 2016**

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

**Absent:** Stacy Sand.

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

**Minutes:** Lucy moved, seconded by Deb to approve the minutes as edited. The motion carried 4-2-1 (Mark and Lucy voting no and David P abstaining.)

### Reports

**Treasurer's report:** Deb reported that the Charter Trust funds had experienced a loss, but are now recovering. She has submitted the annual bill to the town of Albany. Linda moved, seconded by Lucy to accept the Treasurer's report. The motion carried 6-0.

**Director's report:** (Please see attached report) The library has received a check for \$3,300 from the state for the National Register Report; these monies will be forwarded to the town. Patrons can now download electronic materials using a pin number. They will have to renew their library cards if they have not already done so.

**Friends of the Conway Public Library:** Cindy Graham introduced herself as the new Friend's liaison. They have met to discuss their budget and fundraising. The Friends will not conduct a raffle in 2017. They are offering one more program in 2016: Russ Lanoie and friends playing Christmas music. David S commented that the Friends have already exceeded their 2016 budgeted revenues and are on budget for expenses.

### Old Business

**2017 proposed budget:** Mark expressed his concern about potential increases. David S mentioned the significant decrease in the cost of technology. Mark stated that Earl Sires is recommending 2 ½% salary increases; David S stated that he is asking for a 1.5% increase in the salary line. Donna stated that she appreciates Mark's homework. Lucy asked about the decrease in the request for electronic materials; David S replied that he is dropping a program which is not frequently used by patrons. Linda moved, seconded by Donna, to approve the budget as presented by David. The motion carried 4-2 with Lucy and Mark voting nay.

## New Business

- A. **3D printer policy:** David reported that things are going well under the policy. Linda moved, seconded by Deb, to approve the ED printer policy. The motion carried unanimously 6-0.
- B. **Library Use Policy:** David S stated that the staff has requested that the age being left unattended be raised from 6 to 10. Donna made the motion, seconded by Donna, to raise the age to 10. The motion carried 6-0.
- C. **Sugar Maple:** David reported on the consensus by tree experts that the sugar maple should be cut down. Mark moved to authorize that town crew take down the sugar maple after the ground has begun to freeze, Linda seconded his motion. The motion carried 6-0.
- D. David P appointed Deb, Mark and Linda to review the staff salaries and develop a recommendation for the Board of Trustees.
- E. David S's annual review is due in January. David P appointed a committee of Lucy, Mark and himself to oversee the review process.

## Board Member Issues

- 1. Lucy would like to have the police enforce the two hour parking limit.
- 2. Donna circulated a card of thanks for the retiring library staff member.
- 3. The library driveway was paved by the town employees on Friday. David S had not received any information prior to the paving
- 4. David commented that the new roof looks beautiful.
- 5. The proposed library budget will be presented to the selectmen at their November 29<sup>th</sup> meeting

There was no public comment.

The meeting was adjourned at 5:54.

The next meeting of the Trustees will be December 19, 2016 at 5 pm.

Respectfully submitted,

Linda Fox Phillips, Secretary