

The Conway Public Library Board of Trustees

Minutes February 27, 2017

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

The meeting was called to order at 5:01.

Minutes: Stacy moved, seconded by Deb, to accept the minutes as edited. The motion carried 6-0-1 (Brian abstained as he was not present at the meeting).

Treasurer's report: Lucy noted the absence of Trust management fees in the December statement. Deb thanked her for the correction. Approval was deferred to the Trustees' March meeting.

Director's report: (Please see attached report). David reported that the Henney History Room catalog has been upgraded to Past Perfect Version 5. The volunteers of the Meals on Wheels Program are asking their recipients whether they wish to receive library resources with their meals. Brian suggested that the residents of the two local nursing homes might be asked if they would also like to receive library services. Brian suggested that David contact the middle school librarian to coordinate the annual Read-a-Thon activities.

Donna asked about the roof leaks; David responded that the leaks have been repaired and the library has not been billed for their work.

Friends of the Conway Public Library: Cindy Graham reported that the Friends are continuing to look for a new treasurer. The Friends are working with the Conway Senior Housing to set up a library resource.

New Business

- A. David S distributed copies of a new job description for a Technology Librarian. After some discussion, David stated that he will revise the job description and distribute to the members of the board. Linda moved, seconded by Stacy, to adopt the job description with the suggested edits. The motion carried 7-0.
- B. David P, Stacy and Lucy met as a subcommittee to look at compensation for the new position. It was agreed that the position will be advertised at \$15-18 per hour depending on skills and experience. Deb moved, seconded by Stacy to advertise the position at \$15-18 per hour. The motion carried 7-0.

- C. David P read the state laws relevant to the library trustees' authority over the funds generated as library income. Deb, Lucy and Stacy volunteered to serve on a committee to draft recommendations on the use of funds donated and income funds. Donna moved, seconded by Linda to authorize the committee to consult with Conway professionals such as an attorney or accountant for guidance in developing the recommendations. The motions carried 7-0.
- D. The Trustees reviewed David Smolen's goals for 2017. Donna suggested that he might want explore other parking options for the library. Stacy stated that David should hold public listening sessions to solicit engagement in this process. Deb moved, seconded by Lucy, that David's goals be approved by the Trustees. The motion carried 7-0.
- E. The Trustees discussed their goals for the year 2017. They include: greater collaboration with the schools; explore parking options; developing a list of priorities for using existing library funds; developing a packet of materials for new trustees.
- F. Town Deliberative session: David P will present the position of the trustees at the deliberative portion of town meeting on Monday, March 6, 2017.

Board Member Issue

David P reported that representatives from the Charter Trust will meet with the board on May 22, 2017.

Public Comment: Bill Marvel repeated his suggestion that an internal budget be developed to address how those monies, donations and income generated by the library, will be spent.

Bill stated that the parking problems need to be addressed although it was less likely to be a problem during the Route 16 construction planned for the next few years. One option which could be considered would be the development of a branch for the library.

The next meeting of the board will be Monday, March 20, 2017.

The meeting was adjourned at 6:10 pm.

Respectfully submitted,

Linda Fox Phillips, Secretary