

Conway Public Library Board of Trustees

Meeting Minutes

Date: September 18, 2017

Location: 15 Greenwood Avenue

Trustees Present: David Paige, Donna Dolan, Debbie Cross, Linda Fox Phillips, Lucy Philbrick, Stacy Sand, Brian Wiggin. Also Present: David Smolen, Library Director

1. **Call to Order.** The meeting was called to order at 5:00 PM by Chairmen Paige.
2. **Building/Site Security Discussion with Lt. George Walker, Conway PD.** A discussion ensued, led by Lt. Walker, on building and site security for approximately 15 minutes. Security measures discussed included cameras and lighting. *Lt. Walker left the meeting at this time.* Further discussion ensued amongst the Trustees on the issue. **Motion made by Linda, second by Debbie, to have Library Director obtain a quote/proposal for motion sensor lighting along the walkway in-between the doctor's office and Library. All in favor, 7-0.**
3. **Treasurer's Report.** Treasurer Cross presented her report. Motion duly made and seconded to accept the report. All in favor 7-0.
4. **Director Report.** Director Smolen presented his report. A discussion ensued on the request by the Jackson Historical Society to borrow the Charles Codman painting of Crawford Notch. Director Smolen will present a draft loan policy to the Trustees at the next Board meeting.
5. **Friends of the Library.** Lucy mentioned The Friends annual meeting is September 20th and will include a program on cellar holes. Donna mentioned the successful quilting program sponsored by the Friends on September 5th.
6. **Library Attic/Vermiculite/ LCHIP.** A discussion ensued led by Stacy on the current status of the project. Director Smolen mentioned that the Town now appears to be willing to place the vermiculite abatement project in the Capital Reserve Fund for Government Buildings. No votes were taken.
7. **Parking Committee Update.** David Paige summarized the discussion from the last parking committee meeting. A discussion ensued. No votes were taken.
8. **National Register Celebration Committee.** Donna summarized the last two committee meetings. A discussion ensued on the celebration. Further discussion ensued on the wording, size, and location of the plaque that will commemorate the National Register listing. **Motion made by Linda, seconded by Debbie, to purchase a plaque with the cost not to exceed \$500. All in favor, 7-0.**
9. **2018 Budget Proposal** – Director Smolen started the discussion by reviewing the proposal line by line and page by page. It was noted that numbers for the benefits, oil, and insurance lines in the budget were not yet available. A discussion ensued on various lines in the proposal. A discussion ensued on the “Volunteer Appreciation Dinner.” A discussion ensued on the “Disbursement from Donation Account” line in the Trustee Budget where \$7,500 was requested. Votes related to the budget:
 - **Motion was made and seconded to remove “Disbursement from Donation Account” line from the Trustee Budget and instead propose a warrant article. The funds from the donation account will still be used so the net cost to the taxpayer is \$0. All in favor, 7-0.**
 - **Motion made to add \$1,000 for a volunteer appreciation dinner. This will be its own line in the budget. All in favor, 7-0.**

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- **Motion made by Stacy to amend the wording of the line in the Trustee budget that reads “General Repairs and Upgrading; Purchase of Books and Supplies; Support for Income Generating Equipment” to read “Purchase of Books.” All in favor, 7-0.**

10. Adjourn. The meeting adjourned at 7:00 PM.

Respectfully Submitted,

David Smolen