

Conway Public Library Board of Trustees Meeting Minutes

Date: 12-4-17

Location: Library Periodical Room, 15 Greenwood Avenue, Conway, NH, 03818

Trustees Present: Linda Fox Phillips, Lucy Philbrick, Debbie Cross, Donna Dolan, David Paige, Stacy Sand

Trustee Absent: Brian Wiggin

Also Present: David Smolen, Library Director

1. **Call to Order.** The meeting was called to order at 5:00 PM.
2. **Meeting Minutes** – Motion made by Debbie Cross, second by Linda Fox Phillips. All in favor, 4-0.

Donna Dolan entered the meeting at this point.

2A. **Treasurer's Report** – Debbie explained how the library account with TD Bank was hacked. She further explained that the problem was identified early, immediate action was taken, and the matter was resolved. She also explained measures the Trustees will take to improve security around library bank accounts. *The monthly financial documents usually distributed at the Trustee meeting were unavailable due to the hack.*

3. **Boiler discussion with Paul Degliangeli.** Paul D talked to the trustees about the condition of the library boilers and what path the Library should take going forward. *Stacy Sand entered the meeting at this point.* Paul suggested the library purchase two new boilers with an estimated cost of \$25,000. Discussion ensued on the varieties and styles of boilers for potential use. Discussion ensued on how best to finance the project. Lucy Philbrick asked about use of Trust Funds for such a project. The consensus was the Trustees "income" account was the appropriate source to pay for the project. Paul D. indicated he would place funding for a second boiler in the Capital Reserve Fund for Government Buildings. **Motion made by Debbie Cross to spend approx. \$15,000 for one new boiler. Second by Stacy Sand. All in favor 7-0.** A Discussion regarding the library attic insulation project ensued. **No votes were taken on the insulation project.** Discussion ensued about the LED lighting install along the western walkway. Paul indicated it might take a while before Eversource completes the project.

4, **Acceptance of unanticipated revenue since the last Trustee meeting.** Amount \$34. All in favor 7-0.

5. **Director's Report.** Director Smolen discussed the SIP2 implementation for Overdrive and the value that is bringing to the Library. He also mentioned the very successful Missmaybell and Slimpickins program of the previous Friday night.

6. **Friends Report.** Director Smolen reported that Friends are finalizing their 2018 budget.

Conway Public Library Board of Trustees Meeting Minutes

7. **Director's Evaluation.** Discussion ensued about director eval process. Self eval to be submitted by 12-18-17.

8. **Board Member Issues.** None.

9. **Public Comment.** None.

10. **Set Next Meeting Date:** January 22nd

11. **Adjournment.** 6:06PM

Respectfully Submitted,

David Smolen