

The Conway Public Library Board of Trustees
Minutes of May 15, 2017

The Conway Library Board of Trustees met at the Conway Public Library, with the meeting called to order at 5pm by Chairman David Paige. Also present were trustees, Donna Dolan, Debbie Cross, Lucy Philbrick, Linda Fox Phillips, Brian Wiggin, and Stacy Sand and library Director, David Smolen.

Minutes. Linda moved, seconded by Debbie to approve the minutes of 4-24-17, after some spelling corrections. They were approved 7-0-0.

Treasurer's Report. Lucy moved, seconded by Linda to approve the Treasurer's report. It was approved 7-0-0.

Debbie also told us that the check from the Henney Trust, for \$8,980.66, would be turned over to the town this week.

Director's Report. David Smolen highlighted from his report that we will be receiving our last grant check to pay for our registry historian, which will be passed on to the Selectmen at their next meeting, so that this project can be finished. He also said that we should be hearing in mid June from the State Department of the Interior on whether or not we have been accepted into the historical registry, as they have 45 days to respond. He also recommended an upcoming program by the author who wrote about George Washington's escaped slave. We have made our first delivery of books to a homebound patron, and he has talked with the Merriman House about deliveries there as well. He is looking into a program that creates video and would make it easy to make presentations. Donna asked David S. how the poetry slam went.

Friends of the Library. Lucy and David S. reported that they are working on an electronic version of the annual newsletter for the Friends. It was announced at the volunteer dinner that we have recorded 2,000 volunteer hours, which doesn't include a lot of hours that never get recorded. Brian said that he had talked with a few friends about putting the ongoing book sale upstairs and recognized that Eileen Brochu volunteers 10-15 hours a week on that sale.

Trustee Budget Review. The finance committee reported that they had made a mistake with the use of "Unanticipated Funds", in that they shouldn't be in the Trustees budget, so they took them out, then moved the Volunteer Dinner to the Programs line of the town budget, since it could not longer be covered in the Trustees budget. This expense in the budget will be made up by more books being bought with the Trustees' budget, from the interest of donations that were designated for the purchase of books.

Linda made a motion to approve this change in the budget, seconded by Lucy. The motion passed 7-0-0. The committee thanked Bill Marvel for pointing out this discrepancy to the committee.

Recording Secretary. Brian spoke to Betty about whether she would be open to being the recording secretary for the Trustees meetings, as long as there was no conflict with her schedule.

Linda made a motion, seconded by Debbie to utilize Betty as our recording secretary when possible. The motion passed 7-0-0.

Library Usage. At a previous meeting, Brian had asked about library usage. Looking at Conway Town reports, it looked to him like usage was down. David S. said that in his report to the State of NH, it showed overall usage to be up this year. A discussion ensued about how we counted users, including computer users. David S. felt we provided a good mix of computers, books, downloadable books, movies, programs and other services that are well used and attended. In our Trustees goals are many items that affect use, so this topic will be discussed again.

Investment Policy. Debbie moved, seconded by Linda to approve the Investment Policy as written. The motion carried 6-0-1, with Brian abstaining.

Attic Insulation Project. Paul Degliangeli, the town public works director, gave an update on the attic insulation project, reviewing the proposals for how to insulate and how to deal with the vermiculite that is presently there. Paul suggested that we find a way to remove the vermiculite, so that we can insulate at the attic floor level and include the clock tower floor parts that are over the library but that connect with outside.

Brian left the meeting at 6pm to attend another meeting, but said before leaving, that he thought we should go with Paul's recommendation even if the cost was higher.

Paul and Stacy answered lots of questions about this project before Linda made a motion to table this item, so that we can get more information about rebates. Debbie seconded the motion which passed, 5-1-0, with Stacy voting against.

Library Credit Card. David S. has requested that the Trustees allow the library Director and other approved staff to have a credit card that can be used when an invoice is not possible. In the past, staff have had to use their own cards to purchase some items, then get reimbursed. A discussion ensued about who could use the card and what amounts need approval. The policy draft was changed to: "The Trustees will make all decisions regarding the issuance...." And to "All credit card use shall be approved by the Library Treasurer or Chairperson."

Linda made the motion to approve the policy as edited. Debbie seconded. The motion passed 6-0-0.

David P. reminded trustees to get their wish lists to David S.

Public Session. Bill Marvel asked more details about home delivery and how it worked, which was explained by David S. that we were coordinating with Meals on Wheels and that recipients had library cards. Cynthia LeFevbre asked how success was measured at the library, and David S. talked about staff's goals and a regular review of those yearly goals, then David P. said that after we clean up policy issues, that one of his goals was to do more strategic planning as a board.

The meeting was adjourned at 6:50pm.

Respectfully submitted, Stacy Sand

