

## Conway Public Library Board of Trustees

### Meeting Minutes

Meeting Date: June 19, 2017

Meeting Time: 5:00 PM

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

Also Present: David Smolen, Director

1. Call to Order – Meeting was called to order by Chairmen Paige at 5:00 PM
2. Review of Asset Allocation with Charter Trust

Amy Curry and Brian Sanford of Charter Trust gave a presentation on the Library's Trust Fund allocation. Brian Sanford gave out an "Investment Review" document. Brian presented a brief and general analysis of the financial markets. He then explained the Library's asset allocation. Best and worst stock performers in the Library portfolio were discussed.

Discussion ensued on how to do sub-accounting. Charter Trust indicated they could do sub-accounting for the Library. There was a question if there is an extra cost for this service. Discussion ensued on how is cash disbursed from different library trust accounts.

Trustees asked a number of other questions about asset allocation.

No votes were taken.

3. Consideration of Minutes
  - A. May 15, 2017 – Motion made by Linda Fox Phillips, second by Donna Dolan, to approve the minutes. Motion passed 7-0.
  - B. April 24, 2017 (non-public) – Motion made by Debbie Cross, second by Linda Fox Phillips, to unseal the minutes. Motion passed 7-0. Stacy Sand expressed some concern about opening meeting minutes regarding personnel matters.
4. Reports
  - A. Treasurer's Report -- Motion made by Linda Fox Phillips, seconded by Donna Dolan, to approve the minutes. Motion passed 7-0.
  - B. Director's Report

Director Smolen made specific reference to the following topics:

    - Summer reading program beginning on July 5<sup>th</sup>
    - New data projector in the Ham Room
    - Staff considering organizing fiction by genre
    - Bemis guide to the collection now available

C. Friends Report – Lucy Philbrick mentioned the Friends are discussing hiring a bookkeeper. The FOCL have multiple “Dining for a cause” fundraising events coming up.

5. Old Business –
  - a. Attic Insulation – Motion was made to support LCHIP grant – Motion by LFP, second by Donna Dolan, passed 7-0. Further discussion ensued on the insulation project.
6. New Business
  - a. Parking Committee – Discussion ensued on parking led by Brian Wiggin. Brian indicated he met with the Head of Public Works. No vote was taken.
7. Board Member Issues – Donna Dolan asked about the concrete steps. Director Smolen responded that the steps have been repaired. Brian Wiggin asked about trees in the park and access issues in the building. Director Smolen responded that trees in the park have been pruned and one was taken down. Donna Dolan asked about the sign in front of the building.
8. Public Comment – Bill Marvel asked about voting in non-public session. A brief discussion ensued.
9. Non Public Session – Motion to enter into non-public session 7-0. Discussion ensued. Motion made by LFP to leave non-public. 7-0.

Next meeting – July 17<sup>th</sup> 5PM

Adjourned at 6:35 PM

Respectfully Submitted,

David Smolen