

Conway Public Library Board of Trustees Meeting Minutes

Date: March 19th, 2018

Location: Conway Public Library Meeting Room, 15 Greenwood Avenue, Conway, NH

Trustees Present: David Paige, Lucy Philbrick, Donna Dolan, Brian Wiggin, Debbie Cross, Debbie Cross

Also Present: David Smolen, Library Director

Trustees Absent: Stacey Sand, Linda Fox Phillips

1. **Call to Order.** Meeting was called to order at 5:03 PM

2. **Update on Boiler Project with Paul DegliAngeli.** Paul reported Apex Plumbing and Heating was the low bidder on the project. Paul explained the various options in terms of upgrades the Trustees should consider. A discussion ensued. **Motion made by Brian, second by Donna Dolan, to install two “System 2000” boilers with new piping at a price of approximately \$28,000. All in favor 5-0.** Further discussion ensued about the vermiculite removal and attic insulation project. Paul suggested that the attic should no longer be used as storage. Paul confirmed the request for bids included air sealing.

3. **Treasurer’s Report.** Debbie Cross presented her report. She explained the problems encountered with Quick Books. A discussion ensued. Donna mentioned Rhonda Rosand as someone who can help with QuickBooks. Debbie indicated she would follow up with Ms. Rosand. **Motion made by Brian, second by Lucy to approve the report. All in favor 5-0.**

4. **Consideration of Meeting Minutes, February 26, 2018. Motion made by Debbie to approve the minutes as edited, second by Donna, all in favor 4-0-1.** Lucy abstained.

5. **Acceptance of Unanticipated Revenue Collected from February 26 to March 17, 2018.** Director Smolen reported \$26 was collected in this time period. **All in favor 5-0.** *Debbie Cross left the meeting at this time.*

6. **Director Report.** Director Smolen presented his report. Matters highlighted included the following:

- Kathy Keene training
- 2018 One Book One Valley title “Where You Will Find Me” by Ty Gagne
- Bob Cottrell program at John Fuller

7. **Friends Report.** Lucy discussed what happened at the last Friends meeting, which included a “show and tell” of the Anne Goldthwaite painting recently discovered in the attic.

8. **Grievance Procedure Review.** A discussion ensued about the Grievance Procedure. **Motion made by Lucy, second by David P., to strike all references to “Department Head” in procedure and replace it with “Director.”** Further discussion ensued. Lucy withdrew her motion. No votes were taken.

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9. **Trustee Bylaw Annual Review.** A discussion ensued on the Bylaws. **Motion made by Lucy, second by Brian, to affirm the Bylaws as written. All in favor 4-0.**

10. **Board Member Issues.** DP thanked Donna Dolan for her service to the Library as this was her last Trustee meeting. DP mentioned he was putting together a Trustee packet for new Trustees. Next meeting will be April 16th at 5:00 PM.

11. **Public Comment.** None.

12. **Adjournment.** Meeting adjourned at 6:22 PM

Respectfully Submitted,

David Smolen