

Conway Public Library Board of Trustees Meeting Minutes

Date: 1-22-18

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

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

Trustees Absent: Donna Dolan (absence excused)

Also Present: David Smolen, Library Director

1. **Call to Order.** Meeting called to order at 5:03 PM
2. **Consideration of Meeting Minutes, 12-4-17. Motion made by Lucy Philbrick to accept the minutes, second by Linda Fox Phillips. All in favor 6-0.**
3. **Treasurer's Report.** Debbie presented her report. She discussed problems with how the Henney Trust is displaying in QuickBooks. Treasurer report will accepted once the HT matter is resolved.
4. **Acceptance of unanticipated revenue. \$78. Motion was made to accept the unanticipated revenue. All in favor 6-0.**
5. **Director Report.** Director discussed the catastrophic failure of the Statewide ILL system and the incompetence of the State Librarian. Director Smolen also discussed his visit to the Carroll County Registry of Deeds.
6. **Library Assistant Job Description.** Director Smolen handed out the Library Assistant job description. Discussion ensued on the Director's suggested staff changes. No votes were taken.
7. **Library Contribution to Annual Report.** David Paige discussed the process of producing the annual report. No votes were taken.
8. **Old Business.** None
9. **Board Member Issues.** None.
10. **Public Comment.** Bill Marvel asked a question about the content of the "I Pay Your Salary" workshop. Director Smolen replied the program was about dealing with difficult members of the public.
11. **Non-Public Session.** Library Director Evaluation. A roll call vote to enter into non-public session was unanimously agreed to. Non-public session began at approximately 6:00 PM. The Trustees returned to public session at approximately 6:25. **A motion was made to seal the nonpublic minutes. All in favor 6-0.**
12. **Vote on Director's Salary Increase. Motion was made to award a 3% merit increase to David Smolen. All in favor 6-0.**
13. **Set Next Board Meeting Date:** February 26, 2018
13. **Adjournment.** The meeting adjourned at 6:30 PM.

Respectfully Submitted,

David Smolen