

CONWAY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
15 GREENWOOD AVENUE  
Library Meeting Room  
November 16<sup>th</sup> 2020  
4:00 PM  
Meeting Minutes

Trustees Present: Alison Memoli, Peter Innes, Julie Laracy, Hans Hildebrand, Ashley Danforth, Kathy Bennett, Ellin Leonard

Staff Present: David Smolen, Jeff Beavers

Note: This meeting took place over the Zoom platform with the ability of the public to watch and take part in the meeting in the Conway Public Library meeting room. Director Smolen hosted the meeting and was sitting in the meeting room with his computer connected to the data projector.

1. Call to order. The meeting was called to order at 4PM
2. Consideration of Meeting Minutes, October 19, 2020. A motion was made to accept the minutes. All in favor 6-0.
3. Acceptance of unanticipated revenue. October 21<sup>st</sup> – November 14<sup>th</sup>, 2020. Director Smolen reported \$51 of revenue. A motion was made to accept the revenue. All in favor 6-0
4. Treasurer Report. Peter Innes presented his report. A motion was made to accept the report. All in favor 6-0.
5. Director Report. Director Smolen presented his report. Matters highlighted included the following:
  - a. Director Smolen and Bob Cottrell met with the Conservation Commission to discuss the interpretive sign project in the Redstone Quarry Recreation Area.
  - b. Computer Hardware Donation Day was successful
  - c. Director still trying to secure an appointment for the sprinkler system improvements
  - d. Jeff Beavers, Tara McKenzie, and Healthier Phillips from Memorial Hospital gave a presentation about the 5210 program at the recently held New England Library Association conference.
6. Friends Report. Director Smolen reported that the Friends will be meeting on November 18<sup>th</sup> and will vote on a budget for 2021. The staff met to determine 2021 needs from the Friends.
7. Travel Guidance Policy. Director Smolen presented a draft policy. A discussion ensued. No votes were taken. Trustee Laracy will show the draft policy to Dr. Rich Laracy, who has been consulting with various institutions, for feedback. The Trustees may meet sooner than the next regularly scheduled meeting to approve this policy.
8. Meeting Room Policy. Director Smolen presented an amendment to the current meeting room policy to address Covid concerns. A discussion ensued. The initial draft proposal called for a maximum number of people in the meeting room to be 12. The Trustees reduced the number of people allowed in the meeting room from 12 to 10. A motion was made to accept the proposal as edited. All in favor, 7-0.
9. Review and Discussion of draft contract between Town of Albany and CPL. Director Smolen presented an update on negotiations between the Library and Town on a contract. Director Smolen highlighted an email from Attorney Malia about a concern the Director had regarding

changes Albany made to the draft proposal. A discussion ensued. Director Smolen will contact Mr. Malia and then reach out to Albany to continue the negotiation.

10. 2021 Budget proposal discussion. As the Trustees approved an operating budget at their October meeting, this discussion was limited to determining a revenue projection for 2021. A discussion ensued and it was decided to offer \$33,500 to the Town. It was noted that this amount, being higher than last year, would make the library budget flat in terms of the actual tax impact in comparison to last year. *A motion was made to set the 2021 revenue estimate at \$33,500. All in favor, 7-0.*

A further discussion ensued regarding funds received from the Town of Albany. The discussion focused on where should the estimate for Albany revenue be placed. Should it be included in the revenue estimate to the Town of Conway or should it belong in the Trustee budget. Some Trustees expressed concern about placing the estimate in the Trustee budget prior to an agreement with Albany.

Director Smolen suggested not placing the revenue estimate with the Town revenue. If the library does include Albany into the revenue estimate for the Town, it would still be expected to give those funds to the Town in the event the library does reach a contract with Albany. If the library does not reach an agreement with Albany then the funds can still go to the Town but assuming the library does reach an agreement, then the Trustees can retain those funds. No vote was taken. The Trustees asked Director Smolen to talk to Town Manager Holmes and get his opinion on the matter.

11. Public Comment. None.
12. Board Member Issues. Annual Review of Director. Alison Memoli explained the review process and expressed interest in getting things started sooner to give Trustees more time than usual. The Director's annual review is in January. Director Smolen will have the review document ready for the Trustees to pick up before the end of the month.
13. Board Member Issues. Rotary membership for the Director. Director Smolen asked if the Trustees might be willing to pay for a \$160 Rotary membership with unanticipated revenue. A discussion ensued which included mentions of other similar organizations in Town. No votes were taken but the Trustees did signal a general willingness to do this. Director Smolen will research the matter further.
14. Adjourn. The meeting adjourned at approx. 5:50 PM.

Respectfully submitted,

David Smolen