

Conway Public Library Board of Trustees
Meeting Minutes December 17, 2019
Conway Public Library
15 Greenwood Avenue
Conway NH 03818

Trustees Present: Peter Innes, David Paige, Alison Memoli, Lucy Philbrick, Hans Hilderbrand, Julie Laracy

Trustees Absent: Tim Westwig

Library Staff Present: David Smolen, Jeff Beavers

1. **Call to Order.** Meeting was called to order at 5:00 PM.
2. **Meeting Minutes.** November 18, 2019. Motion made to accept the minutes. All in favor 5-0-1 (David Paige abstained).
3. **Treasurer Report.** David Paige presented his report. There was a loss of \$90 without explanation. A discussion ensued on the loss and how to proceed regarding the handling of money. The trustees agreed there should be a review of the cash handling procedures. A discussion ensued about 2019 unanticipated revenue. Director Smolen suggested using these funds for a shed. A discussion ensued. *A motion was made to allow the revenue to roll over into 2020 and place into the Charter Trust accounts. All in favor 6-0.*
4. **Director Report.** Director Smolen mentioned the following items from his report:
 - Serving on the Project Succeed Program Director search committee
 - Attended SAU9 strategic planning session
 - Meeting with civil engineers and obtaining quotes for sketches/drawings to improve drainage around certain areas of the grounds
 - Submitted grant to NH Electric Coop Foundation to digitize rest of North Conway Reporter collection
 - Gave tour of CPL to new CES Principal Jason Robert. Discussed possible areas of collaboration
 - Staff took part in a CPR/First Aid training by Pam Clay-Storm December 16th
5. **Friends of the Library.** Lucy reported the Friends \$10 bag book sale went well.
6. **Acceptance of Unanticipated Revenue, November 18th -- December 16th, 2019.** *Motion made to accept the gift from Pam and Bob Fisher Trust in the amount of \$4,212.90. All in favor, 6-0.* Director Smolen reported the unanticipated revenue for the time period was \$82. *A motion was made to accept the revenue. All in favor 6-0.*
7. **Director Eval Process.** A discussion ensued about the evaluation process for the library director. No votes were taken.
8. **Discussion of Response to email written by Albany Selectmen.** Director Smolen distributed a first draft of the letter. Discussion ensued about the letter with edits being made.
9. **Annual Report.** A discussion ensued about the annual report for the Town Report. Chairmen Innes will produce a first draft of the report.

10. **Programs Policy.** Discussion ensued about the draft programs policy. *Motion made to adopt and accept the policy as edited. All in favor 6-0.*
11. **Town Audit.** Trustees reviewed the Town audit document and were satisfied with the answers to the questions.
12. **Public Comment.** None.
13. **Adjourn.** Meeting adjourned at 7:12 PM

Respectfully Submitted,

David Smolen