

CONWAY PUBLIC LIBRARY
BOARD OF TRUSTEES
15 GREENWOOD AVENUE
PERIODICAL ROOM
March 13th, 2023
4:30 PM
Meeting Minutes

Attendees: Kathy Bennett (Kathy left before motions were made in item 13), Jason Cicero, Andrea Libby, James Cousins, Jeanne Wright, Corey Genest. Julie Laracy (Julie arrived at the discussion of item 8)

Staff: Tessa Narducci, Jeff Beavers

1. Call to Order. James called to order at 4:30pm
2. Public Comment. None offered.
3. NaloxBox presentation and MOU with Catalina Kirsch, Continuum of Care Facilitator at the Carroll County Coalition for Public Health

Catalina presented the Naloxbox indoor Overdose Rescue Station. Recommended training for all staff in its use, either in person with Catalina or via video. Jeff confirmed that it is in the schedule upcoming. Jeff will modify the template the MOU for the board to approve.

4. Consideration of Meeting Minutes. February 14th, 2024.

James made a motion to accept, Andrea seconded. All in Favor: AYE (6)

5. Acceptance of Unanticipated Revenue. February 14th, 2024 – March 12th, 2024 James made a motion to accept unanticipated revenue. Jeanne seconded. All in favor: AYE (6)

6. Reports

- a. Treasurer - Jason presented the treasurer's report. BOT agreed to let Jeff authorize Princh to use remote printing revenue to offset their expenses until our new Treasurer is appointed. Motion to accept Treasurer's Report James - Andrea, Second. All in Favor: AYE (6)
- b. Director - Jeff gave the Director's Report. He invited the BOT to the GAR Flag event. Motion to accept Director Report - James; Jason seconded; all in favor AYE (6)
- c. Friends - Jeff discussed the new Friends Program Series.

7. New Business: Cyber Security audit/assessment and integration with Town of Conway

8. New Business: Library Park Fundraising efforts. Jeanne Wright, Jason Cicero said they would like to volunteer for the Park Fundraising efforts. Corey Genest will make donation.

9. New Business: Staff Recognition Budget. Tessa will take over managing recognition of staff birthdays, anniversaries, etc. We can tap the Supplies line item in the Trustee budget. Jason believes there is a debit card on the Trustee account.

Andrea made a motion to use the supply budget for employee recognition. Kathy seconded. All in Favor: AYE (7)

10. Old Business: Library Façade Contract update - Jeff provided an update. Knowles Industrial Group hasn't signed the contract yet but it's in their hands then we can move forward. It may not get done in 2024.

Andrea made a motion to pay Barba Wheelock invoice. Seconded Jeanne Wright. All in Favor: AYE (7)

11. Old Business: Ossipee joining NNHLC update. Need a BOT member to go to meeting April 9 at Madison Library. Julie will attend with Jeff.

12. Old Business: NNHLC Bookmobile Committee update. Tamworth is willing to be the fiscal agent. Refer to board packet for more information.

13. Old Business: Hiring Plan/Discussion

Jeff Beavers presented a new staffing model for the library which was received positively by the board.

BOT to reach out to John Eastman to confirm policy regarding 30 town salary survey and how it is utilized in practice.

It was indicated that Selectman and Budgeteer John Colbath was on the hiring committee. BOT to reach out to talk to John Colbath for his insights on how the survey is used.

A motion was made by James and seconded by Andrea to approve the job descriptions of Library Business Manager and Assistant Director. Motion passed 6-0. (Kathy Bennett had left the meeting)

Motion was made by Jeanne, seconded by James, on Jeff's recommendation to hire Tessa Narducci as Assistant Director with an annual salary of \$61,511. Motion passed 6-0.

Motion was made by Andrea, seconded by Corey, on Jeff's recommendation to hire Annie Wehrli as Library Business Manager with an annual salary of \$52,500. Motion passed 6-0.

Motion was made on Jeff's recommendation by Corey and seconded by Andrea to offer Kate Baldwin the position of Tech Services Assistant at \$20/hr for 12 hours per week. Motion passed 6-0.

Motion was made on Jeff's recommendation by James and seconded by Andrea to offer Kathy Keene the position of Circulation Services Library Assistant at \$18/hr for 5 hours per week. Motion passed 6-0.

14. Board Member Issues - None.

15. Meeting adjourned at 6:42pm.