

Conway Public Library Board of Trustees
Meeting Minutes January 27, 2020
Conway Public Library
15 Greenwood Avenue
Conway NH 03818

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

Trustees Absent: Hans Hildebrand

Library Staff Present: David Smolen

Members of the Public: None

1. **Call to order.** Meeting was called to order at 5:00 PM.
2. **Consideration of Meeting Minutes.** December 17 and December 24, 2020. Motion made to accept the December 17th minutes. Motion passed 4-0-2. Motion made to accept the December 24th minutes. Motion passed 5-0-1.
3. **Treasurer Report.** David Paige presented his report. Motion made to approve the report. All in favor 6-0.
4. **Director Report.** Director Smolen presented his report. No votes were taken. Matters highlighted included the following:
 - Performed annual review of Kate Baldwin January 23rd. Director Smolen stated Kate is doing a fantastic job.
 - Developing kiosk on “senior resources” with Memorial Hospital and Gibson Center
 - Visited Gladys Brooks Memorial Library (MW Observatory Library) and offered advice on integrated library systems
 - Testified in front NH House Municipal Affairs Committee in support of HB 1452
5. **Friends Report.** Lucy presented her report. The Friends have been working on programming for 2020 through NH Humanities. Director Smolen reviewed the 2020 Friends budget with the Trustees and reviewed the 2019 budget. No votes were taken.
6. **Acceptance of Unanticipated revenue. December 17, 2019 -- January 25th, 2020.** Director Smolen reported \$1,282 in unanticipated revenue for the time period. A motion was made to accept the revenue. All in favor, 6-0.
7. **New Business. Strategic Planning Discussion.** Peter described a strategic planning meeting between David Paige, himself, Director Smolen, and Courtney Wrigley. Peter explained there would be multiple listening sessions. DP explained CW’s background and how a SP process would play out. PI mentioned CW would submit a proposal to the Trustees. No votes were taken.
8. **Old Business. 2020 Budget Proposal.** Peter began a discussion about the 2020 budget process. Discussion ensued about how to proceed. No votes were taken.

9. **Board Member Issues.** David Paige mentioned the need for a new Treasurer in 2020 after the April election. Peter suggested the idea of hiring a bookkeeper. Director Smolen indicated he would contact bookkeepers to see what the costs are.
10. **Public Comment.** None.
11. **Non public session** *Motion made by David Paige, second by Tim to enter into non-public session.* The specific statutory reason cited to enter non-public were the following:

“RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.”

“RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee”

The meeting went into non-public at 6:20 PM. (Tim Westwig left the meeting during non-public session)

The meeting returned to public session at 7:30 PM.

A motion was made to seal the minutes because it was determined that divulgence of this information likely would adversely affect the reputation of a person other than a member of this board. All in favor 5-0. The motion passed.

12. **Vote on Director’s Salary.** Motion made by Lucy to increase David Smolen’s salary by 3%. All in favor. 5-0.
13. **Adjourn.** Motion to adjourn. All in favor 5-0. Meeting adjourned at 7:35.

Respectfully Submitted,

David Smolen