

NOTICE OF PUBLIC MEETING
CONWAY PUBLIC LIBRARY
BOARD OF TRUSTEES
15 GREENWOOD AVENUE
Library Periodical Room
February 21st, 2023
4:00 PM

Meeting Notes

Attendees: Kathy Bennett, Ellin Leonard, David Smolen, Ashley, Jason Cicero, Tessa Narducci

1. Call to Order - 4:02pm
2. Consideration of Meeting Minutes. January 17th and February 1, 2023

Feb. 1, 2023

Ashley - motion to accept; Ellin second; all in favor - AYE

Jan. 17, 2023 - minutes MIA, to be considered next meeting

3. Acceptance of Unanticipated Revenue. January 16th, 2023 - Feb. 21, 2023

\$20 in unanticipated revenue.

Ellin made a motion to approve; Andrea seconded. All in favor - Aye.

4. Reports

a. Treasurer - Jason presented the Treasurer's Report; motion to accept report - Andrea; Ellin seconded. All in favor - Aye.

b. Director - David presented the Director's Report; We need one trustee to attend the NNHLC Annual Meeting. Please get back to David if you can make it. Asked for update on Facade Reconstruction Project. They are in the process of the construction drawings being close to finalized. Cast stone product vendor being researched. Asked David to give us a more formal update. He suggested a Zoom visit from Liz at next board meeting to get BOT up to speed. We should consider a new public update on the project. Motion to accept Director's Report - Kathy; Seconded - Ellin; All in Favor - Aye

c. Friends - David presented the Friends Report. Motion to accept Friends Report - Ashley; Andrea seconded; all in favor - AYE.

5. Old Business: Director Job Description Review

From Jan. meeting minutes:

Director Job Description:

James shared that the Personnel subcommittee did not have a chance to review the job description since the last meeting in order to make it more concise so they will come back in Feb. with that streamlined version for the board to review and vote on.

James was not in attendance tonight so this item is being moved to March board meeting.

6. Old Business: Strategic Planning

7. Old Business: Trustee Budget Review

Trustees recommend budgeting \$5,000 for continued climate survey and coaching in 2023.

Change revenue number by \$5,000 to offset.

Motion made to accept by Ashley; seconded by Ellin; All in favor: Aye

8. Old Business: Staff Compensation Review

BOT voted to move to include a 30 minute paid lunch and an 8 hour work day as an added benefit to staff. This is to happen by no later than April 1, 2023.

Motion made by Jason Cicero; seconded by Ashley; all in favor: Aye

9. New Business: Cybersecurity Policy

David discussed the policy for feedback as a draft. Asked the board to come back to the next meeting to give feedback.

10. Public Comment

None

11. Board Member Issues – Trustee Orientation and Trustee Meeting Schedule

New Board Member Orientation - Would anyone be interested in working with me to pull together an orientation packet for new BOT members? I am thinking a 2 hour meeting (max) would get the job done as I have some material from another library's program.

Ellin and Ashley both offered to work with Julie on this.

Employee Pay Increases:

A motion be made to correct the record:

That the BOT will be following the Town's lead and offering the following by way of increases this year:

- a. The Town is offering a possible 4% COLA increase to all Town employees contingent upon the passing of the unionized employee contract. If the union contract fails, Town employees will not get the 4% COLA
- b. A potential up to 4% merit increase based on the annual performance review.
- c. If the union vote passes, all employees will get the 4% COLA in the next pay period.
- d. Merit increases, if earned, will be awarded on the employees anniversary date.

Motion made by Andrea; seconded by Ellin; All in favor: AYE

12. Non Public Session as Per 91-A:3 – Director Annual Review

David waived his right to non-public session so it was discussed in public session.

Trustee created goals:

Create a standard evaluation of library services to evaluate their effectiveness

Encourage employee engagement in board initiatives namely the climate survey and

liaison policy - provide specific instances of support of these items.

Add more subjective elements to the staff board meetings - feedback, areas of concern,

areas of success

Create a cybersecurity policy for the library

Provide monthly updates to BOT at our meeting on progress against Corrective Action,

Climate Survey, and these goals.

David added these additional goals:

With grant funding, bring virtual reality to the library working with UNH. USDA Rural

Development grant potential.

Successfully implement the Wine Toss fundraising event with FCPL.

Implement goals related to the Strategic Plan

Move the bookmobile project forward

Have successful relationships with staff and understand how my actions affect others as measured by Climate Survey question #12 (Library Director available and approachable when I have concerns).

Motion to accept goals: Jason Cicero, seconded by Kathy Bennett

13. Adjourn. As of 5:45pm.