

Conway Public Library Board of Trustees Meeting Minutes
Conway Public Library, Meeting Room, 15 Greenwood Avenue, Conway, NH
February 25, 2019
5:00 PM

Trustees Present: David Paige, Lucy Philbrick, Peter Innes, Stacy Sand, Brian Wiggin, Hans Hildebrand, Alison Memoli

Also Present: David Smolen, Library Director, Jeff Beavers, Assistant Director, Anne Smith,
Friends of the Conway Public Library, President
Members of the Public: None

1. **Call to Order.** Meeting was called to order at 5:00 PM
2. **Consideration of Meeting Minutes, January 14th, 2019.** *Motion made by Lucy to accept the meeting minutes. Second by Hans. All in favor 7-0.*
3. **Treasurer Report.** David Paige presented his report. *A motion was made to accept the reports. All in favor 7-0.*
4. **Director Report.** Director Smolen highlighted the following items from his report:
 - New Library website was launched February 1st
 - Work has commenced on the newspaper digitization project
 - A birthday party was held at the library February 16th. Staff are developing policies for such events for future Trustee review
 - Director Smolen is reviewing downloadable audio book options for the Bearcamp Valley Library Association.
5. **Friends Report.** Anne Smith mentioned the Friends are planning their major annual book sale.
6. **Northern New Hampshire Library Cooperative.** Discussion ensued about the Northern New Hampshire Library Cooperative. *Motion made by David Paige, second by Hans to join the Northern New Hampshire Library Cooperative contingent to changes in the circulation policy. All in favor 7-0.*
7. **2019 Director Goals.** Discussion ensued on Director goals. Motion made by Brian, second by Hans to accept the 2019 goals for Director David Smolen. All in favor 7-0.
8. **Zonolite Attic Insulation Trust Funds.** Stacy started the discussion by explaining the position of the Town of Conway. The Town has recommended the Library transfer the money to the Town and place it in the Capital Reserve Fund for Government Buildings with the intent of using the money for a flooring project at the Library. *Motion made by Stacy to direct David to write a letter to the Town for this purpose. All in favor 7-0.*
9. **Strategic Planning Discussion.** Alison summarized the strategic planning meeting between herself, David Paige, Peter, and David Smolen. There was a feeling that a consultant might be helpful to run a strategic planning process. There are grant opportunities available for such consultants. Brian reiterated the problem of parking at the Library. Further discussion ensued.
10. **Board Member Issues.** Alison asked David Paige if he can give an update on the salary policy. David discussed the challenges with developing the policy. Director Smolen mentioned

he is recruiting for the position of Library Trustee. Discussion ensued on the various qualities needed for a good candidate. Hans indicated he can't be the Library Treasurer due to some medical issues.

11. **Public Comment.** Anne Smith reiterated the need for more parking at the Library.

12. **Adjourn.** Meeting adjourned at 6:22

Respectfully Submitted,
David Smolen