

Conway Public Library Board of Trustees  
Meeting Minutes  
July 15, 2019

Trustees Present: Peter Innes, Lucy Philbrick, Alison Memoli, Tim Westwig, Hans Hildebrand

Trustees Absent: David Paige, Julie Laracy

Library Staff Present: David Smolen, Jeff Beavers

Members of the Public: None

1. **Call to Order.** Meeting was called to order at 5:00PM.
2. **Consideration of Meeting Minutes.** June 17th and July 3rd, 2019. Motion made by Lucy P, Second by Hans H. to accept the June 17th minutes. All in favor 5-0. Motion made by Alison M, second Hans H. to accept the July 3rd minutes. All in favor 5-0.
3. **Treasurer's Report.** Peter I. gave an abbreviated report in the absence of the Treasurer. Motion made by Hans H, second by Lucy P to accept the report. All in favor 5-0.
4. **Acceptance of Unanticipated revenue June 17th to July 13th.** Director Smolen reported \$82.25. Motion made to accept the revenue. All in favor 5-0.
5. **Director Report.** Director Smolen presented his report. Matters mentioned included the following:
  - Drag Queen Story Hour
  - 18 reels of North Conway Reporter to be digitized
  - NNHLC meeting on post-migration issues still to be resolved
  - Conway Recreation Summer Camp participants visiting Library Mondays this summer
6. **Friends Report.** Lucy presented her report. The Friends have been receiving numerous membership renewals.
7. **Programs Policy Review.** Director Smolen presented a first draft for a new policy on library programs. A discussion ensued. No votes were taken.
8. **Reference/Interlibrary Loan Librarian Job Description.** Director Smolen requested the Trustees replace the word "Librarian" with "Assistant" in the title of the job description. A discussion ensued. Motion made by Alison, second by Hans to replace the word Librarian with Assistant. All in favor 5-0.
9. **Salary Policy.** A discussion ensued on the proposed amendments to the salary policy in the personnel manual. Motion made by Lucy, Second by Hans to approve the amendments as presented. The motion was approved 4-0-1. (Tim abstained).
10. **Visitation Issue.** Director Smolen read aloud a first draft and the Trustees offered some comments. DMS will write a second draft and email it to the Trustees.
11. **Board Member Issues.** Alison asked about the Kate Belisle stories in the CDS. Discussion ensued about the dismissal hearing and lessons learned.
12. **Adjourn.** Meeting adjourned at 5:51 PM.

Next Meeting: August 19, 2019, 5:00 PM

Respectfully Submitted,  
David Smolen