

Trustees Present: Stacy Sand, David Paige, Lucy Philbrick, Brian Wiggin, Peter Innes

Also Present: David Smolen, Library Director

Trustees Absent: Hans Hildebrand, Alison Memoli

1. **Call to Order.** The meeting was called to order at 5:00 PM.
2. **Trust Fund Allocation with Charter Trust**-- Brian Sanford and Amy Currie of Charter Trust gave a presentation on the library's asset allocation of trust funds. An investment review document was distributed to Trustees for review. A discussion ensued led by Brian Sanford. Amy Currie presented a corporate resolution document for Stacy to sign stating the allocation is consistent with the library investment policy. After Brian and Amy completed their presentation a discussion ensued on the Library Investments policy. *Motion made by Brian Wiggin, second by David Paige to affirm the Investments policy.* All in favor 5-0
3. **Consideration of Meeting Minutes, June 18, 2018.** Motion made by David Paige to accept the minutes as written, Second by Peter Innes. All in favor 5-0
4. **Treasurer's Report.** David Paige presented his report. All in favor 5-0
5. **Acceptance of Unanticipated Revenue.** June 17th to July 14th. Director Smolen informed the Board the amount collected was \$38. **Motion was made to accept the donations. All in favor 5-0**
6. **Director Report** -- Director Smolen presented his report. Items singled out for discussion included the following:
 - Refrigerant R22 used for library air conditioning system is being phased out by the EPA. Director Smolen has informed Town officials of the need to replace library condensers as they only work with R22. This project will likely need to be funded through the Capital Reserve Fund for Government Buildings.
 - Overdrive site now offering digital magazines.
 - Conservator Martha Cox has recommended about \$3,000 in conservation treatment for the "Soap Maker" painting. Developing plans to submit proposals to the Henney History Fund and Goldberg Foundation to support this project.
7. **Friends Report** -- Lucy Philbrick presented her report. Memberships have been going well this year and the Friends are preparing for the book sale.
8. **Grievance Procedure** -- Lucy presented her edits to the grievance procedure. Motion made by David Paige to accept the edits as presented, second by Peter Innes. All in favor 5-0.

Conway Public Library Board of Trustees Meeting Minutes
15 Greenwood Avenue
Conway, NH 03818
Library Periodical Room
July 16, 2018

9. **Purchasing Policy** -- Director Smolen presented a second draft of the proposed Purchasing Policy. Motion made by Brian Wiggin, second by Lucy Philbrick to adopt the policy as presented, all in favor 5-0.

10. **Board Member Issues** -- Lucy asked Director Smolen about what strategy he will employ to deal with the over expending of the oil line. Director Smolen replied he plans to hold back on spending in a few areas to make up for the over expended oil line.

David Paige asked about the NHLTA meeting to be held August 12th. Director Smolen will follow up.

11. **Public Comment.** None.

12. **Adjourn.**

Next Trustee meeting will be August 20, 2018.

Respectfully Submitted,

David Smolen