

Conway Public Library Board of Trustees
15 Greenwood Avenue
Conway, NH 03818
August 20, 2018

Trustees Present: Brian Wiggin, Lucy Philbrick, David Paige, Alison Memoli, Peter Innes, Hans Hildbrand

Also Present: David Smolen, Library Director

Trustees Absent: Stacy Sand

1. **Call to Order.** The meeting was called to order at 5:00 PM by Vice Chair Brian Wiggin.
2. **Consideration of Meeting Minutes. July 16, 2018.** Motion made by Lucy to accept the minutes, second by Peter. All in favor 6-0.
3. **Treasurer Report.** David Paige presented his report. David suggested the Trustees consider transferring some of the donation account into the Charter Trust accounts. No vote was taken. Brian made a motion to accept the report. All in favor 6-0.
4. **Acceptance of unanticipated revenue.** Director Smolen reported \$62 as the figure. Motion made by Alison, second by Hans to accept the revenue. All in favor 6-0.
5. **Director Report.** Director Smolen presented his report. Items highlighted include the following:
 - Director Smolen attended a meeting of the Madison Public Library Trustees to discuss the Northern New Hampshire Library Cooperative.
 - Director Smolen met with representatives of the Visiting Nurses Association to discuss collaborating on providing library service to the homebound.
 - Glynis Knox to begin working Thursdays instead of Fridays effective October 4th.
6. **Friends of the Library.** Lucy presented her report. Items highlighted include the following:
 - New chairs ordered for meeting room
 - Flatbread fundraiser is coming up
 - Colleen Hill discussed accreditation process at Kennett High School. Director Smolen indicated he has volunteered for this committee.
 - Book sale was successful
7. **Assistant Director position.** Director Smolen explained the process for the assistant director search. The library received 12 applications and interviewed three people. Director Smolen then made a recommendation to hire Jeff Beavers for the position. A discussion ensued. Motion made by David Paige, second by Peter, to hire Jeff Beavers effective October 1st at a starting salary of \$41,300. All in favor 6-0.

8. Performance Appraisal Document. Director Smolen passed out and explained the self eval document he would like to have the staff start using. A discussion ensued. Trustees expressed satisfaction with the document. No votes were taken.

9. Strategic Planning Start. A brief discussion ensued about strategic planning. No votes were taken.

10. Board Member Issues. David Paige suggested a budget subcommittee to have something ready for the September BOT meeting. Peter, David, and Stacy will serve on the committee. Discussion ensued on the 2019 budget. No votes were taken.

A discussion ensued on how to use 2018 unanticipated revenue. Director Smolen handed out a proposal by Head of Youth Services Tara Mckenzie about hiring NH Escape Rooms for a program in September commemorating the 20th anniversary of the first Harry Potter book being published. A discussion ensued. Motion made by Alison to use \$750 of 2018 unanticipated revenue for the escape room harry potter program, second by Lucy. All in favor 6-0.

11. Public Comment. Luda Smith relayed an incident where a patron looked at inappropriate material on the library computer system in July. She expressed concern that there was not filtering software on the library's public computing system. A discussion ensued about filtering software. The Trustees expressed concern and regret over the incident. The trustees thanked Ms. Smith for attending the meeting and expressed an interest in reviewing the behavior policy.

12. Adjourn. The meeting adjourned at 6:08PM.

Next BOT meeting is September 17th

Respectfully Submitted,

David Smolen