

Conway Public Library Board of Trustees
Meeting Minutes
15 Greenwood Avenue
Conway NH 03818
September 16th, 2019

Trustees Present: Lucy Philbrick, Alison Memoli, Hans Hildebrand, Julie Laracy, David Paige

Trustees Absent: Peter Innes, Tim Westwig

Library Staff Present: David Smolen, Jeff Beavers

Also Present: Anne Smith, Friends of the Library President

Members of the Public: None

(Note: In the absence of the Chair, Vice Chair Alison Memoli ran the meeting.)

1. **Call to Order.** Meeting was called to order at 5:00 PM
2. **Consideration of Meeting Minutes. August 19th, 2019.** Motion made to accept the minutes. All in favor 5-0.
3. **Treasurer Report.** David Paige presented his report. Motion made by Lucy to accept the report, second by Hans. All in favor 5-0.
4. **Unanticipated revenue from August 19th to September 14h, 2019.** Director Smolen reported \$120 in unanticipated revenue. Motion made to accept the unanticipated revenue. All in favor 5-0.
5. **Director Report.** Director Smolen presented his report. Matters mentioned include the following:
 - Library now using "All Temp" as HVAC contractor
 - Statewide interlibrary loan system to go live October 8th
 - North Conway Reporter now digitized through 1973
 - Graphic Novel class starts September 18th
6. **Friends Report.** Anne Smith represented the Friends. The Friends will hold their Annual Meeting September 18th.
7. **Budget Proposal 2020.** Director Smolen presented a first draft of the 2020 budget proposal for the library. Matters reviewed included the operating budget, revenue to the Town of Conway, and the Trustee Budget. Discussion ensued on what mechanism to use to access trust fund accounts. Multiple suggestions were made by Trustees to the Director and a second draft of the budget will be presented at the October meeting. No votes were taken.
8. **Library Assistant Position.** Director Smolen described the recent search process for a new *Library Assistant*. Three people were interviewed and the library received about ten applications. Director Smolen recommended the Library hire Ms. Annie Wehrli of Center Conway for the position at the rate of \$12 per hour. *A motion was made to hire Ms. Wehrli for the position of Library Assistant.* All in favor 5-0.
9. **Discussion on possible volunteer policy.** Jeff Beavers described a situation that recently arose that made staff feel we might need a volunteer policy. A discussion ensued. Staff will present a draft volunteer policy to the Board in the near future.
10. **Trustee Issues.** A discussion ensued about the Library Park policy.
11. **Adjourn.** Meeting adjourned at 6:35PM

Respectfully Submitted,

David Smolen

