

Conway Public Library Board of Trustees
15 Greenwood Avenue
Conway, NH 03818
Meeting Minutes
September 17, 2018

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

Also Present: David Smolen, Library Director

Trustees Absent: David Paige

1. **Call to Order.** The meeting was called to order at 5:00 PM.
2. **Meeting Minutes. August 20, 2018.** Motion made by Alison, second by Peter. All in favor. 5-0-1 (Stacy abstained).
3. **Treasurer Report.** A discussion ensued on Treasurer Paige's recommendation to move \$15,000 into the Charter Trust account. Motion made by Brian to accept the report. Second by Hans. **Motion made by Hans to transfer \$15,000 into Charter Trust account from the TD Bank donation account. Second by Brian. All in favor 6-0.**
4. **Director Report.** Matters highlighted by the Director included the following:
 - State Library RFP for new ILL system received one proposal
 - Tara and Tessa attending New England Library Association conference October 21st
 - Bob Cottrell visited John Fuller Sept 10th. Presented program to 4th graders.
 - Director Smolen serving on MWV "Age-Friendly Community" (AFC) Steering Committee coordinated by the Gibson Center. First meeting is Sept 20.
 - Director Smolen serving on Kennett High School NEASC audit committee. First meeting was held Sept 11.
 - Tara to work with Madison and Effingham library staff on Halloween Town booth
 - Working with Town Clerk to help promote library card sign up
5. **Friends of the Library Report.** Friends liaison Lucy Philbrick presented her report. Matters mentioned included the following:
 - Annual Meeting is Wednesday, September 19th
 - Friends have purchase new chairs for the Library
 - Preparations beginning for the FOCL 2019 budget
6. **New Business. Tech Librarian Position.** Director Smolen described the hiring process and recommended the Trustees offer the position to Cynthia Drake of Brownfield, Maine at a beginning pay rate of \$17 per hour at 19 hours per week. Motion made by Hans, Second by Alison to approve the hire. All in favor 6-0.
7. **New Business. 2019 Budget.** Director Smolen led a review of the initial budget proposal. The budget was reviewed on a line by line basis starting with the operating

budget proposal. The Director explained that certain numbers in the budget are subject to change including the "Benefits", "Oil", and "Insurance" lines as these numbers are typically arrived at in cooperation with the Selectmen/Town government. A review of the "Revenue to the Town" document and the 2019 "Trustee Budget" proceeded after the review of the operating budget. Discussion ensued on the 2019 budget.

Additionally, the Trustees discussed formulating a "wish list" and instructed Director Smolen to work with the Trustees to identify larger projects that would be worthy of a warrant article in a manner similar to the library website project in the 2018 budget process.

Motion made by Brian to approve the Operating Budget, Trustee Budget, and Revenue Estimates to the Town as presented. All in favor 6-0.

8. **Old Business.** None.
9. **Board Member Issues.** Discussion ensued about strategic planning. Trustees who attended the recent New Hampshire Library Trustee Association meeting held at CPL discussed what they personally got out of the meeting, whose topic was strategic planning. Stacy will send to Peter the list of goals Trustees established for the year and Peter will take goals and develop measurable objectives.
10. **Adjourn.** Meeting adjourned 6:49.

Respectfully Submitted,

David Smolen

Next Trustee meeting is October 15, 2018