

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

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

Also Present: David Smolen, Library Director, Jeff Beavers, Assistant Director

1. **Call to Order.** 5:00 PM. Meeting was called to order.
2. **Meeting Minutes.** September 17, 2018. Motion made by Hans to accept the meeting minutes, second by Lucy. All in favor 5-0. *Alison Memoli and David Paige entered the meeting at this time.*
3. **Treasurer Report.** David Paige presented his report. A motion was made to accept the report. All in favor 7-0.
4. **Acceptance of Unanticipated Revenue, August 20 to October 13, 2018.** Director Smolen reported \$363 in unanticipated revenue. Motion made by Lucy to accept the revenue, Second by Brian. All in favor 7-0.
5. **Director Report.** Director Smolen presented his report. Matters highlighted included the following:
  - a. Jeff Beavers began work at the Library October 1st.
  - b. Cynthia Drake to begin work October 23rd
  - c. 2019 Place of Assembly permit has been issued by the CVFD
  - d. Library to develop "Curriculum Kits" in collaboration with SAU9
  - e. One Book One Valley finale event is October 25th
6. **Friends Report.** Trustee Liaison Lucy Philbrick mentioned the Friends held their Annual Meeting and are beginning work on their 2019 Budget.
7. **Social Media Policy.** Jeff Beavers presented a draft social media policy. A discussion ensued on the proposal. A second draft will be presented at a future Trustee meeting. No votes were taken.
8. **Budget / Wish List.** Director Smolen began the discussion by noting no changes had been made to the library budget proposal since the last meeting. He noted he was meeting with Town Manager Holmes and Finance Director Gilligan Thursday, Oct 18th, to discuss the library proposal. Discussion then ensued on the discussion of a "wish list." Director Smolen received three bids for a new phone system and the Trustees reviewed the three proposals. A discussion ensued on the proposals. The low bidder was Coastal Telephone of Old Orchard Beach, Maine. Trustees asked about service contracts and references. Director Smolen will follow up with that information.

Stacy mentioned building projects she has an interest exploring include renovations to the front doors/foyer area. Painting and carpeting were also mentioned. David Paige

- mentioned the library park and utilization and rethinking the landscape design. Brian mentioned there were carnivals and an ice skating rink in the past. No votes were taken.
9. **Report from Trustee Innes.** Peter presented his report on developing a committee structure based on Trustee goals. A discussion ensued on the subject. No votes were taken.
  10. **Board Member Issue.** DP asked about unanticipated revenue. DP followed up about Luda Smith's visit to the Board meeting in August. BOT asked director to review the behavior policy. Director Smolen will make suggestions at the next meeting.
  11. **Public Comment.** Bill Marvel commented about the Conway Daily Sun "newspaper morgue" and about microfilming the CDS. Discussion ensued about CDS collection. No votes were taken.
  12. **Non public session. Director Evaluation.** Motion was duly made and seconded to enter non-public session at approx. 6:45. All in favor, 7-0. *The Trustees came out of nonpublic session at approx 7:00 PM.* A motion was made to seal the minutes of the nonpublic session. All in favor, 7-0.
  13. **Non Public Session. Employee Compensation.** Motion was duly made and seconded to enter non public session. All in favor 7-0. Discussion ensued about how to proceed regarding Jeff Beavers first paycheck. *The Trustees came out of nonpublic session at approx 7:10 pm. The Trustees decided to not seal the minutes of this discussion.*
  14. **Jeff Beavers salary.** Motion made by Hans, second by David to approach the Town to pay Jeff Beavers the correct salary for his first week of work by changing his effective date, all in favor, 7-0.
  15. **Adjourn.** Meeting adjourned 7:14.

Respectfully Submitted,

David Smolen