

Conway Public Library Board of Trustees  
Draft Meeting Minutes  
Nov 8, 2023  
4:30 PM  
15 Greenwood Avenue  
Conway, NH 03818

Trustees In Attendance: James Cousins, Julie Laracy, Jason Cicero, Andrea Libby, Corey Genest, Jeanne Wright

Staff In Attendance: David Smolen, Jeff Beavers, Tessa Narducci

Members of the Public: None

1. **Call to Order.** The meeting was called to order at 4:30PM
2. **Review and Discussion of Bid By Knowles Industrial.** Nancy Barba  
Barba+Wheelock attended the meeting over zoom and offered some brief remarks regarding Knowles Industrial's ability to carry out the project. Director Smolen reported the building committee voted to recommend Knowles industrial for the project. A discussion ensued. *A motion was made to enter into a contract with Knowles Industrial for the repair of the library facade. All in favor 6-0.*
3. **Consideration of Meeting Minutes. September 13th and October 11th.** *A motion was made to approve both sets of minutes. All in favor 6-0.* (Note: Small changes needed for 9/13 minutes are adding David as in attendance and changing "Tess" to "Tessa")
4. **Acceptance of Unanticipated Revenue. October 11th – November 7th.** Director Smolen reported \$17 in unanticipated revenue. *A motion was made to accept the revenue. All in favor 6-0.*
5. **Treasurer Report.** Jason Cicero presented his report. A motion was made to accept the report. All in favor 6-0.
6. **Director Report.** Director Smolen presented his report. A discussion ensued regarding his resignation announcement. *A motion was made to accept the resignation "with regret." All in favor 6-0.*
7. **Friends Report.** Director Smolen presented the Trustees with a sample Memorandum of Understanding (MOU) between the Trustees and Friends of the Library. It was noted adopting this type of MOU is a goal of the strategic plan. A discussion ensued. It was suggested that the Friends and Trustees should meet to discuss the matter in the relatively near future. No votes were taken.
8. **Old Business. 2024 Budget Review.** The "health insurance" line remains in flux although it is not going to increase significantly due to the changes in the needs of staff from 2023 to 2024. A discussion ensued regarding the impact of Director Smolen's departure on the "Maintenance" line in the budget given that he does snowblowing for the library as a part of his normal work routine. Director Smolen indicated that he is happy to continue the snowblowing for the entire 23/24 winter season but would expect to be paid for the work beyond January 8th. *A motion was made to add \$1,000 to the Maintenance line to accommodate this new expense. All in favor, 6-0.* A discussion

ensued regarding the revenue projection to the Town. *A motion was made to adopt \$15,330 as the 2024 revenue projection to the Town. All in favor, 6-0.*

9. **Board Member Issues.** A discussion ensued regarding the resignation of the Director and the creation of a search committee to fill the position. The Trustees will meet November 15th at 4:30 PM to discuss this sole matter. The job description for the director will be distributed prior to the meeting. No votes were taken. Additionally, the Director mentioned a press release should be issued regarding the hiring of Knowles Industrial.

10. **Adjourn.** The meeting was adjourned at approximately 6:00PM.

Respectfully Submitted,

David Smolen