

Conway Public Library Board of Trustees

Meeting Minutes

Trustees Present: Lucy Philbrick, Hans Hildebrand, Julie Laracy, David Paige, Peter Innes, Tim Westwig, Alison Memoli

Trustee Absent: David Paige

Library Staff Present: David Smolen, Jeff Beavers

Members of the Public: None

November 18, 2019

1. **Call to Order.** Meeting was called to order at 5PM.
2. **Meeting Minutes.** October 21, 2019. *Motion made to accept the minutes. All in favor 6-0.*
3. **Treasurer.** *Motion made to accept the report. All in favor 6-0.*
4. **Director Report.** Director Smolen mentioned the following items in his report:
  - Working with Friends and Staff on FOCL 2020 Budget
  - Multiple HVAC issues resolved by All Temp
  - Working on quote for new carpeting in Children's Room
  - No trespassed Brendan Lane
  - Cog Railway history program Nov 7 was well attended
  - Hampstead Stage Company presented Oliver Twist to about 75 students from Conway EL
  - Met with Principal Biche to discuss school/library collaboration
  - Friends \$10 Bag Holiday Book Sale starts December 3
  - Library staff distributed at least hundreds of books at Halloween Town Oct 26
5. **Friends Report.** Lucy reported the Friends did not have a quorum at their last meeting and they were working on the 2020 budget.
6. **Acceptance of Unanticipated Revenue. October 21st -- November 16, 2019.** Director Smolen reported \$66 in unanticipated revenue collected. *Motion made to accept the revenue. All in favor, 6-0.*
7. **Early Closing on December 16th.** Director Smolen explained why he is requesting the library close early on this day. The library has scheduled a first aid/cpr class with Pam Clay-Storm, RN. *Motion made to close early on December 16th for the purpose of holding this staff training. All in favor 6-0.* The Trustees decided to reschedule their December 16th meeting to December 17th.
8. **Public Comment.** None.
9. **Board Member Issues.** Peter Innes asked Jeff Beavers about the Teen Leadership Council. A discussion ensued. Alison asked a question about the background check policy. David Smolen will review the policies associated with retroactive background checks.
10. **Adjourn.** Meeting adjourned at 5:48PM.

Respectfully Submitted,

David Smolen

Next Meeting: December 17th at 5PM