

Conway Public Library Board of Trustees  
15 Greenwood Avenue  
Conway, NH 03818

Meeting Minutes November 19, 2018

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

Trustees Absent: Alison Memoli, Brian Wiggin

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

Members of the Public: None.

1. **Call to Order.** 5:00 PM. Meeting was called to order at 5:07 PM.
2. **Meeting Minutes, October 15, 2018. Public and Non Public .** *Lucy made a motion to accept the public meeting minutes as written, second by Peter. All in favor 5-0. David P. made a motion to accept the Non Public minutes that were not sealed as written. Second by Peter. All in favor 5-0. Non public minutes sealed. Motion made by Hans, second by David P to accept the minutes as written. All in favor 5-0.*
3. **Treasurer Report.** David P presented his report. A motion was made by Lucy to accept the report. Second by Hans. All in favor 5-0.
4. **Director Report.** Director Smolen highlighted the following items from his report:
  - Accepted resignation of Cynthia Drake
  - Conducting interviews for Tech Librarian position
  - FOCL meeting December 5<sup>th</sup> to determine 2019 budget
  - Library Budget Proposal hearing with Selectmen is November 27<sup>th</sup>
  - Developing all day staff training
5. **Donation of Painting by Ernest Brown.** Director Smolen explained to the Trustees that Mr. Ernie Brown was interested in donating a painting to the Library. A discussion ensued. *Motion made by Hans to accept the painting. All in favor 5-0.*
6. **Library Use Policy.** Discussion ensued. Two revisions were approved. All in favor. 5-0.
7. **Computer Use Policy.** Director Smolen submitted a number of edits to the policy. Discussion ensued about the policy and the proposed edits. *Motion made by David P to approve the policy as revised. All in favor, 5-0.*
8. **Closing Library for an all day staff training.** Discussion ensued about the possibility of closing the library for an all day staff training. *Motion made by David P. to authorize the director to find a day to close for an all day staff training, all in favor 5-0.*
9. **Telephone System Upgrade.** Director Smolen explained he obtained three references for Coastal Telephone with one being a well known local business. Discussion ensued about the telephone system and the warranty plan. Discussion ensued about how best to raise the funds. *Motion made Lucy, second by Hans to purchase the phone system and authorizing \$6,000 for the project and raise the funds via the Warrant Article process. All in favor 5-0.*

10. **Social Media Policy.** Discussion ensued about the proposed policy. David Paige made reference to a recent analysis by the American Library Association on social media policies. There was some discussion about whether or not the library should consult an attorney on this matter. Director Smolen will see what the Town is doing on the subject. No votes were taken. Director Smolen will get feedback from Town Hall about their policy and review other policies.
11. **Board Member Issues.** Peter discussed strategic planning. Create a plan for a plan.
12. **Public Comment.** None
13. **Adjourn.** Meeting Adjourned at 6:50.

Next Board meeting: December 17th, 5:00 PM  
Respectfully Submitted,

David Smolen