

The Conway Public Library Board of Trustees

Minutes January 30, 2017

Members Present: Donna Dolan; Deb Cross; David Paige; Lucy Philbrick; Linda Fox Phillips; Stacy Sand; and David Smolen, Director.

The Meeting was called to order at 5pm.

Minutes: Stacy moved, seconded by Deb, to approve the minutes as edited. The motion carried 6-0.

Treasurer's Report: (see attached reports) Deb reported that the library portfolio had increased in value by \$10,000. She also said that management fees were \$400; the trustees agreed that they would like representatives from Charter Trust to attend a Board meeting in the near future. Linda moved, seconded by Stacy, to accept the Treasurer's report. The motion carried 6-0.

Director's report (see attached report): David reported that the library's Nomination to the National Register has been completed and submitted. It will be reviewed at the State Historic Resources Council April meeting. David reported that the library's expenditures were completed for 2016 at 99% of the budgeted amount.

David reported that he will be conducting six month reviews of each staff members' goals in 2017.

David also reported that there will be an energy audit conducted of the attic which will make the library eligible for a rebate when the recommended work is completed.

There is an old, historic curtain in the attic of the town hall; David will be seeking grants to help cover the cost of removing and cleaning the curtain.

And lastly, David expressed his appreciation for the community presentations which the staff members are scheduling and delivering.

Friends of the Conway Public Library: Lucy reported that the Friends have met and developed their budget for 2017. They are looking into hiring a book keeper to maintain the books of the Friends. They have asked David to submit a wish list for 2017.

New Business

2017 Library Trustee Budget: There was a discussion on how the unanticipated donations to the library should be handled. Donna and Stacy expresses the belief that the monies should be used for items purchased to improve the work of the library. Deb suggested that David should present a wish list to the Trustees at their next meeting.

Board Member Issues

1. David P requested feedback on his draft narrative written for the town report; Stacy and Linda each made suggestions. Stacy questioned whether there would be a picture taken of the Trustees for the town report. Donna moved, seconded by Stacy, to approve the edited report. The motion carried 6-0.
2. David P requested that each board member bring one or two goals for the board to the next board meeting. Stacy suggested we might want to postpone adopting board goals until after the election

Public Comment

1. Bill Marvel asked what the hours are for each staff member. David S replied by stating the hours worked by each staff member and summarized by stating the FTE for 2016 was 6.5; the FTE for 2017 will be 6.45
2. Bill asked several more questions about the budget for 2017.

Non-public Session

Linda moved, seconded by Stacy, for the board to meet in a non-public session. David P took a roll call vote which was 6-0.

When the board returned to public session, David P announced that the board had approved the full amount of an annual raise for David S which is in the 2017 budget (3%).

The meeting was adjourned at 7:00 pm.

Respectfully submitted,

Linda Fox Phillips, Secretary