

Conway Public Library Board of Trustees Meeting Minutes

Date: April 16, 2018

Time: 5:00 PM

Location: Conway Public Library, 15 Greenwood Avenue, Conway, NH

Trustees Present: David Paige, Stacy Sand, Lucy Philbrick, Brian Wiggin, Peter Innes, Hand Hilderbrand, and Alison Memoli.

Also Present: David Smolen, Library Director

Note: Prior to the meeting Conway Town Selectmen John Colbath presided over the oath of office ceremony for new trustees Alison Memoli, Peter Innes, and Hans Hildebrand.

1. **Call to Order.** The meeting was called to order at 5:00 PM by Director David Smolen

2. **Election of Officers.**

2A. Chairperson – Motion made by Lucy Philbrick to nominate David Paige, second by Brian Wiggin. Motion made by David Paige to nominate Stacy Sand, second by Hans Hilderbrand. Discussion ensued. **All in favor 7-0 to make Stacy Sand the new Chair of the Library Trustees.** *Stacy took over the running of the meeting at this time from Director Smolen.* Stacy described the various duties of the trustee officers.

2B. Vice Chair – **Motion made by Lucy P to nominate Brian W , second by David P. All in favor 6-0-1**

2C. Treasurer – **Motion made by Stacy S to nominate David Paige, second by Lucy P.. The motion passed 6-0-1 David P. abstained).**

2D. Secretary – **Motion made by Stacy S to nominate Lucy P, second by BW. All in favor 6-0-1 (Lucy P abstained).**

3. **Consideration of meeting minutes. March 19, 2018.** Motion made by David P, second by Brian W to approve the minutes. Minutes approved 3-0-4.

4. **Treasurer's Report.** Stacy read the report submitted by former Treasurer Debbie Cross. Motion to accept the report passed 7-0.

5. **Unanticipated Revenue.** Lucy P made a motion to accept the \$35 in unanticipated revenue, second by David Paige. All in favor 7-0.

6. **Director Report.** The Director presented his report. Matters discussed included the following:

- Northern New Hampshire Library Cooperative
- Removal of vermiculite from library attic
- Upcoming programs

7. **Assistant Director Job Description and Search.** Director Smolen handed out the proposed job advertisement. Discussion ensued. No votes were taken. A committee of four has been set up to review job applicants. Committee members: David Paige, Peter Innes, Hans Hilderbrand, David Smolen.

8. **Old Business.** None.

9. **Board Member Issues.**

- David P expressed some concern about his knowledge of quick books. **A motion was made by David P to spend \$500 for quick books training as well as add \$500 for book purchases from the Trustee Income account. Second by Hans Hilderbrand. Discussion ensued. All in favor 7-0.**
- Trustee Committees. Stacy expressed an interest in putting together a Trustee Salary Policy committee. The purpose of the committee would be to review current compensation policy and make recommendations. Alison Memoli and David Paige agreed to work on the issue with Director Smolen. Brian W. agreed to serve on the Building Committee.
- Meeting schedule. Stacy S reminded everyone that the Trustees meet the third Monday of every month.

10. Next BOT mtg. May 21st, 5:00 PM.

11. Meeting adjourned at 6:36 PM.

Respectfully Submitted,

David Smolen