

## The Conway Public Library Board of Trustees

Minutes April 25, 2016

**Members present:** Deb Cross; Donna Dolan; Mark Hounsell; Lucy Philbrick; Stacy Sand; Linda Fox Phillips; and David Smolen, Director.

The meeting was called to order at 4 pm.

### **Election of Officers:**

- A. Linda nominated David Paige for Chairman; the nomination was seconded by Stacy. The nomination was approved 6-0-1 (David P abstained).
- B. Deb nominated, seconded by Stacy, Donna Dolan as Vice-Chairman. The nomination carried 7-0.
- C. There were two nominations for Treasurer – Stacy was nominated by Mark, seconded by Linda. Deb was nominated by Stacy, seconded by Lucy. Deb received 4 votes, Stacy, received 2. Deb was elected Treasurer.
- D. Deb nominated Linda to serve as secretary, seconded by Stacy. She was approved 6-1 with Mark voted nay.

### **Minutes:**

Mark moved to table the minutes of the March meeting, seconded by Deb The motion carried 7-0.

### **Reports**

**Treasurer's Report: (Please see attached reports)** Mark requested a review of the Trustees' investment policy. He moved that representatives from Charter Trust will be invited to attend the next Trustee's meeting, Lucy seconded the motion. The motion carried 7-0.

**Director's report: (Please see attached reports)** David reported that he is now purchasing books and audio books through Baker and Taylor which is saving monies for the library. The short course on Islam was very well attended; David will inform Steve Solomon that the attendance exceeded the capacity of the room and discuss methods to manage the attendance in the future. The bid for repairing the roof is awarded to Rodd Roofing. The bid price did not include a bond amount which will be added; the bid will still be under the amount budgeted.

**Friends of the Conway Public Library:** Mark volunteered to serve as the trustee representative to the Friends. Eileen Brochu, with assistance from her husband, is managing the Little Library boxes. They have set up a new one at Leavitt's Bakery. The Friends will be holding their annual raffle ticket sale for a kindle. The Friends have purchased new, attractive furniture for the teen reading area. David P will draft a letter of thanks to the Kennett Key Club for their assistance in carrying books for the book sale.

### **Old Business**

- A. **3D printer.** Linda moved, seconded by Lucy, that the 3D printer policy be approved. Mark moved, seconded by Deb, that the word Staff be replaced by Director. The motion carried 7-0. Mark moved, seconded by Stacy, that the policy be sunsetted in 12 months. The motion carried 6-1 with Linda opposed. The original motion carried 7-0.
- B. **Grievance procedure, Trustee bylaws review:** David P appointed a committee with Donna as chair, and Lucy and Stacy as members to review the grievance procedure in the Personnel Manual and the by-laws. He requested that they bring a report with any recommendations to the Trustees in 1-2 months.

### **New Business**

Stacy expressed concern that the attic insulation might contain some asbestos. She was informed that the insulation is on Paul D's capital reserve fund list for 2017. Stacy and Lucy agreed to serve on a committee to investigate whether the roofing project could pose a hazard to workers or patrons.

Mark moved that the report of the Committee on business cards undergo two readings in consecutive board meeting; Stacy seconded his motion The motion passed 7-0.

**Public Comment:** Bill Marvel commented on the Treasurer's report discussion. Roger Landry described his disapproval of the ways the managers of Management Funds reimburse themselves.

The next meeting of the trustees will be Monday, May 16 at 5 pm.

The meeting was adjourned at 5:54 pm.

Respectfully submitted,

Linda Fox Phillips, Secretary