

CONWAY PUBLIC LIBRARY
BOARD OF TRUSTEES
15 GREENWOOD AVENUE
Library Meeting Room
May 18th, 2021
4:00 PM
Meeting Minutes

Trustees Present: Julie Laracy, Kathy Bennett, Alan Shapiro, Jason Cicero, Ashley Danforth, James Cousins, Ellin Leonard

Staff Present: David Smolen, Jeff Beavers

Also Present: Ginny Nossiff, Friends of the Library Treasurer

1. **Call to order.** The meeting was called to order at 4PM
2. **Consideration of Meeting Minutes. April 20, 2021.** A motion was made to accept the minutes. The motion passed 6-0-1 (Ellin abstained).
3. **Acceptance of unanticipated revenue.** April 20 – May 17th, 2021. Director Smolen reported \$232 of unanticipated revenue for the time period. A motion was made to accept the revenue. All in favor, 7-0.
4. **Treasurer Report.** Jason presented his report. A motion was made to accept the report. All in favor 7-0.
5. **Director Report.** David Smolen presented his report. Matters discussed included the following:
 - a. The Climate survey has been conducted and the Director will follow-up with the Staff and Trustees on the various themes of the responses.
 - b. Library staff are working on developing a grant proposal for the first round of ARPA grants through the State Library.
 - c. In light of recent Covid 19 developments, we are considering changes to building rules. A discussion ensued on this subject. The Director will have recommendations for the Board at their next meeting.
6. **Friends of the Library Report.** Friends Treasurer Ginny Nossiff presented a letter to the Board regarding the maintenance of the library park and the garden beds. As the Friends are scaling back their involvement with park maintenance for a variety of reasons, they want to make sure the library trustees will continue to care for the park. A discussion ensued. Director Smolen mentioned the Library has hired Leigh Grady to care for the garden beds as well as install flower pots around the building. Additionally, Director Smolen indicated Glynis Know will also work on maintenance of the flower beds. No votes were taken.
7. **New Business. Youth Services Assistant Hiring Recommendation.** Director Smolen began the discussion by talking about the hiring process. Director Smolen made a recommendation to hire Nichole Cotton of Tamworth, NH for the *Youth Services Assistant* Position. A motion was made to hire Ms. Cotton for the position at a starting pay of \$18 per hour. All in favor 7-0.
8. **New Business. Building Maintenance Plan Discussion.** A discussion ensued about the possibility of hiring an engineering firm to develop a building maintenance plan for the library. Such a plan

would likely cost range of \$12,000. Raising that much money would likely require a warrant article to be approved by the voters. The Trustees felt the library should communicate with the Town on the matter and see if they are able to develop a plan for the library without the help of an outside firm. Director Smolen will communicate with Town Manager Holmes on the matter as a starting point. No votes were taken.

9. **New Business. Parking Matters.** A discussion ensued on the difficulties of parking on Greenwood Avenue, the general lack of parking in the area, and how this negatively impacts library service. There was a feeling that a new conversation with Saco River Medical Group about parking is warranted. Trustee Laracy will communicate with the SRMG ownership on the matter.
10. **Board Member Issues.** A discussion ensued on in-person meetings. A motion was made to meet in person starting in June. All in favor 7-0.
11. **Public Comment.** None.
12. **Adjourn.** The meeting adjourned at approximately 5:30 PM.

Respectfully Submitted,

David Smolen