

Conway Public Library Board of Trustees Meeting Minutes (Draft)

May 21, 2018

Location: 15 Greenwood Avenue, Conway, NH

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

Also Present: David Smolen, Library Director

The meeting was called to order at 5:00 PM by Stacy Sand.

1. **Consideration of Meeting Minutes, April 16, 2018.** Motion made by Alison, second by Hans to accept the minutes as edited. All in favor, 7-0.

2. **Treasurer Report.** David Paige presented his report. David suggested Charter Trust attend a BOT meeting. David explained the various lines in the profit and loss report. Discussion ensued about the way treasurer reports are approved. No vote was taken.

3. **Acceptance of unanticipated revenue.** \$536. Motion made by David Paige, second by Hans to accept the unanticipated revenue. All in favor 7-0.

4. **Director Report.** Director Smolen presented his report. Matters highlighted include the following:

- Assistant Director Job Search
- Discussion of fuel oil line in budget/friends of the library paying for mulch and edging in library park
- Volunteer Dinner
- Building projects
- Public Programs

5. **Friends of the Library Report.** Lucy presented her report. Matters highlighted include the following:

- Spring Book sale was successful
- Recent program on life in communist Hungary in the 1950s was well attended
- New chairs for the meeting room

6. **Discussion of Potential Purchasing Policy.** Stacy led a discussion on the possibility of creating a purchasing policy for the Library. Stacy, Peter, and David Smolen will meet to discuss a potential policy. No votes were taken.

7. **Salary Committee Report.** David Paige and Alison summarized the first meeting of the salary committee. No votes were taken.

8. **2018 Trustee Goals.** Stacy asked each board member to discuss what issues they would like to work on in 2018.

Hans – new assistant director position application review.

Peter – new assistant director position application review. Liaison between library and KHS.

Lucy – personnel manual review.

Alison – liaison to elementary and middle school and salary committee.

David Paige – start strategic planning process, school partnerships, engaging young adult patrons, park as library space, fundraising solutions, and village partnerships.

Stacy – all of the above.

9. **Board Member Issues.** Hans is looking for new chess students. David Smolen will mention this in the newsletter.

10. **Public Comment.** Bill Marvel asked a question about interlibrary loan service. Bill also expressed appreciation for comments made earlier in the evening by David Paige regarding salaries.

Meeting adjourned at 6:09 PM.

Respectfully submitted,

David Smolen