

Conway Public Library Board of Trustees  
Library Periodical Room  
June 18, 2018

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

Also Present: David Smolen, Library Director

Members of the Public: No members of the public were present

1. **Call to Order.** Meeting was called to order at 5:00 PM
2. **Meeting Minutes. May 21, 2018.** Motion made by Hans. Second by Alison. All in favor 7-0.
3. **Reports. Treasurer Report.** David Paige presented his report. All in favor 7-0.
4. **Acceptance of Unanticipated Revenue from May 21st to June 16th.** Director Smolen reported the total was \$27. Motion made by Hans, Second by Lucy to accept the revenue. All in favor 7-0.
5. **Director Report.** Director Smolen presented his report and mentioned the following subjects:
  - Reviewed applications for Assistant Director position and set up interviews
  - Quote from Bywater Solutions for the library to migrate catalog to Northern New Hampshire Library Cooperative (NNHLC). Library integrated library system costs (ILS) would decline by \$800 in year one and \$1,800 in year two by joining NNHLC. A discussion ensued on this matter. Director Smolen was asked to forward to the trustees nonresident revenue data. No votes were taken.
  - Tara and Tessa have been doing a great job promoting the summer reading program in the schools.
  - Cheryle O'Neill is running a class with UNH Coop Extension teaching the MIT App Inventor. This program is focused on teens.
6. **New Business.** Stacy suggested Trustees consider joining the NHLTA. It was noted Trustees may be reimbursed for NHLTA membership costs. A discussion ensued. No votes were taken.
7. **Old Business. Purchasing Policy.** Trustees reviewed a draft policy that was worked on by David Smolen, Stacy, and Peter. A discussion ensued with suggested edits. Director Smolen will incorporate the edits into a second draft for review at a future trustee meeting. No votes were taken.
8. **Old Business. Personnel Manual Discussion.** Discussion ensued on a variety of matters identified by Lucy. *David Paige left the meeting at this time.* The feeling was to handle items one at a time. Stacy asked for a committee to review the grievance procedure. Director Smolen will submit a draft social media policy. No votes were taken.

9. **Board Member Issues.** Peter discussed a meeting that took place between himself, Tara McKenzie and David Smolen about school/library collaboration. He mentioned the benefits of Extended Learning Opportunities. A discussion ensued. No votes were taken.
10. **Public Comment.** None.
11. **Adjourn.** Meeting adjourned at 6:11PM.

Next meeting will be July 16th at 5:00 PM.

Respectfully Submitted,

David Smolen