

CONWAY PUBLIC LIBRARY
BOARD OF TRUSTEES
15 GREENWOOD AVENUE
Library Meeting Room
August 17th, 2021
4:00 PM
Meeting Minutes

Trustees Present: Julie Laracy, Jason Cicero, James Cousins, Ashley Danforth, Ellin Leonard, Allen Shapiro
Staff Present: David Smolen

1. **Call to Order.** The meeting was called to order at 4PM.
2. **Old Business. Long Term Building Maintenance Plan Discussion.** Michael J. Castagna of *Castagna Consulting Group* attended the meeting via video conferencing and discussed the process of developing a building maintenance plan for the Library building. A discussion ensued with questions asked and answered. Director Smolen will arrange a time to meet with Mr. Castagna at the library and give him a tour of the building. No votes were taken.
3. **New Business. Investment Policy Annual Review.** Amy Tardiff and Bryan Sandford from Charter Trust attended the meeting via video conferencing. Mr. Sandford gave an overview of the library account, which has done well. A discussion ensued, which included questions on “Environmental, social, and governance (ESG)” investing. *A motion was made to affirm the investment policy, all in favor 6-0.* There was further discussion about updating the investment policy to include ESG investing at a subsequent meeting. *A motion was made to instruct Charter Trust to send the Town of Conway a check for \$24,000 in partial fulfillment of the Library’s 2021 revenue pledge, all in favor 6-0.* Director Smolen will follow-up with Charter Trust in the coming days asking them to mail the check out to the Town of Conway.
4. **New Business. Adoption of Resolutions for submission of “Certificate of Municipality” to State of NH.** Director Smolen began the discussion by explaining why it was necessary for the Trustees to affirm the resolutions in the “Certificate of Municipality” document that was before them. Director Smolen then read the two resolutions out loud for all to hear. The resolutions read as follows:

RESOLVED. That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Cultural Resources/New Hampshire State Library providing for the performance by this Municipality of certain services as documented within the foregoing application, NHSL IMLS ARPA Formulaic Sub-grant #1 FY21, and that the official (Name & Title of Official signing the Grant Agreement):

David Smolen, Library Director Conway, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with New Hampshire Department of Cultural Resources/NH State Library, and that s/he is to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

A motion was made to accept and affirm the resolution. All in favor 6-0.

RESOLVED. That the signature of the above authorized official of this Municipality, when affixed to any instrument or document described in, or contemplated by this resolution, shall be conclusive evidence of

the authority of said parties to bind this Municipality, thereby. The foregoing resolution has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof;

A motion was made to accept and affirm the resolution. All in favor, 6-0.

5. **Consideration of Meeting Minutes. July 17th, 2021.** *A motion was made to accept the minutes as written. All in favor, 6-0.*
6. **Acceptance of Unanticipated Revenue. July 17th --- August 19th, 2021.** Director Smolen reported \$125.50 in unanticipated revenue. A motion was made to accept the unanticipated revenue.
7. **Treasurer Report.** Jason Cicero presented his report. A motion was made to accept the report, all in favor 6-0. A discussion ensued about hiring a new bookkeeper as our current one no longer wants the work. A discussion ensued. Director Smolen recommended hiring Nancy Goss Associates for the work. A motion was made to accept the recommendation and hire Nancy Goss Associates for Trustee bookkeeping matters. All in favor 6-0.
8. **Director Report.** Director Smolen presented his report. Matters discussed included the following:
 - a. Hired RWN Property Services to repair library steps
 - b. Working with consultants, arranging strategic planning process
 - c. Summer Reading Program concluded August 11th with over 300 participants
 - d. Mission to Mars camp has gone well along with excellent publicityA motion was made to accept the report. All in favor, 6-0.
9. **Friends of the Library Report.** Ashley reported on the most Friends meeting. The Friends are joining the NH Center for Nonprofits and will take part in NH Gives next year. No votes were taken.
10. **Public Comment.** None
11. **Board Member Issues.** None
12. **Adjourn.** A motion was made to adjourn the meeting. All in favor 6-0. The meeting adjourned at 5:15 PM.

Respectfully Submitted,

David Smolen