

Conway Public Library Board of Trustees

Meeting Minutes

Date: August 21, 2017

Location: 15 Greenwood Avenue

Trustees Present: David Paige, Donna Dolan, Debbie Cross, Linda Fox Phillips, Lucy Philbrick, Stacy Sand, Brian Wiggin. Also Present: David Smolen, Library Director

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

1. **Consideration of Minutes – July 17, 2017** – Motion duly made and seconded to accept the minutes as edited, All in Favor 7-0.
2. **National Register of Historic Places Commemoration Event discussion** --- Donna and Stacy will work with Friends to plan an event in honor of the library designation. Director Smolen mentioned the cost of a national register plaque from Arthur's Memorials in Redstone.
3. **Treasurer's Report** -- Treasurer Cross presented the monthly financial reports. She indicated the Library will be sending a check to the Town in the amount of \$2,526 this week. Motion made by Lucy to accept the report, second by Linda, all in favor 7-0.
4. **Director Report** – Director Smolen presented his report. The matters/issues mentioned include the following:
 - Solar Eclipse Party was a huge success
 - CPL has been approved for a credit card
 - One Book One Valley updates
 - Library now using trustee account in Baker and Taylor
 - Director Smolen met with new Town Manager Tom Holmes
5. **Friends Report** – Annual meeting is September 20th. Flatbread fundraiser is August 29th. Ginny Nossiff has now taken on the responsibilities of treasurer for the Friends.
6. **Finance Committee Report** -- Debbie presented her report. A recommendation was made by the committee to reduce the amount in the TD Bank savings/checking accounts to about \$5,000 and move most of the funds into the Charter Trust account. Charter Trust would charge a fee to manage accounts separately. Cost is \$500. Motion made by Debbie that the Trustees will maintain a balance of about \$5,000 in savings/checking account and that the Treasurer will periodically move excess funds into the Charter Trust account in two separate lines, one donation and one income. All in favor 7-0. *Donna Dolan left the meeting at this time.*
7. **Trustee Review of Personnel Records** -- Chairman Paige explained how this issue arose. A discussion ensued. Motion made by Debbie to adopt the policy as proposed, second by Stacy, 5-1 (LFP voted no). Linda felt no trustees should review personnel records.
8. **Building/Site Security** – A discussion ensued about building security. Director Smolen presented a quote from Engen Electric for lighting in the area where someone recently destroyed a basement window with a brick. DMS will contact Conway Police for a security sight evaluation of the library site. Facilities committee will join Director Smolen with Conway Police. No votes were taken.
9. **Columbus Day and Veterans Day** – Discussion ensued on keeping library open for these two holidays. DMS will review potential issues of staying open those days. No vote was taken.
10. **Board Member Issues** – Brian expressed some concern about the condition of the Jenks Memorial Library plaque in the periodical room. Director Smolen will find out how best to clean the plaque.
11. **Adjourn.** Meeting adjourned at 6:03.

Respectfully Submitted,

David Smolen