

CONWAY PUBLIC LIBRARY
BOARD OF TRUSTEES
15 GREENWOOD AVENUE
Library Meeting Room
October 5th, 2021
4:00 PM
Meeting Minutes

Trustees Present: Julie Laracy, Kathy Bennett, Ashley Danforth, Ellin Leonard, James Cousins

Staff Present: David Smolen

1. **Call to Order.** The meeting was called to order at 4PM.
2. **New Business. *Program Coordinator and Youth Services Assistant Job Description.*** A discussion ensued on the creation of a new *Program Coordinator* (PC) position and revising the *Youth Services Assistant* (YSA) position. As the two questions were connected, the issues were discussed concurrently. Director Smolen requested that a new Program Coordinator position be created by carving out those responsibilities from the YSA position and making the PC position its own part time position at approximately 18 hours per week. Director Smolen explained that the program tasks no longer being completed by the YSA would be replaced with front desk and technology related tasks. Questions were asked about the financial implications of the new position and the reorganization of tasks. Director Smolen indicated it would add approximately 3-4K to the budget. A request was made for more exact information about the financial impact of these changes. Director Smolen indicated he would follow up after the meeting with an exact number. *A motion was made to create the PC position and revise the YSA position pending financial impact data. All in favor 5-0.*
3. **Adjourn.** A motion was made to adjourn. All in favor 5-0. The meeting adjourned at 4:25 PM

Respectfully Submitted,

David Smolen