

Conway Public Library Board of Trustees  
Meeting Minutes  
October 19th, 2020  
4:00 PM  
Library Meeting Room and Zoom  
15 Greenwood Avenue  
Conway NH 03818

**Trustees Present:** Kathy Bennett, Alison Memoli, Ashley Danforth, Peter Innes, Hans Hildebrand, Julie Laracy, Ellin Leonard

**Trustees Absent:** None

**Staff Present:** David Smolen, Jeff Beavers

**Members of the Public:** None

**Note:** This meeting took place over the Zoom platform with the ability of the public to watch and take part in the meeting in the Conway Public Library meeting room. Director Smolen hosted the meeting and was sitting in the meeting room with his computer connected to the data projector.

1. **Call to order.** The meeting was called to order at 4:00 PM
2. **Consideration of Meeting Minutes.** September 21st, 2020. A motion was made to accept the minutes. All in favor, 7-0
3. **Acceptance of unanticipated revenue, September 21<sup>st</sup> – October 19th 2020.** Director Smolen reported \$428 in unanticipated revenue. A motion was made to accept the revenue. All in favor 7-0.
4. **Treasurer Report.** Peter Innes presented his report. A motion was made to accept the report. All in favor, 7-0.
5. **Director Report.** Director Smolen presented his report. Matters highlighted include the following:
  - Staff produced a library card sign up video
  - Director Smolen is attending a meeting of the Conway Conservation Commission to discuss a proposed collaboration between CPL and CCC to produce an exhibit on the history of the Redstone quarry in the site
  - Computer Hardware Donation Day is November 7<sup>th</sup>
6. **Friends Report.** No one from the Friends attended the meeting. Director Smolen mentioned that the Friends are meeting 10-21-2020 and their Book Sale is scheduled for December 4<sup>th</sup>.
7. **Review and Discussion of draft contract between Town of Albany and CPL.** A discussion ensued about the draft contract between the Library and the Town of Albany. A few edits were suggested and agreed to. A motion was made to endorse the contract with the approved edits. All in favor 7-0. The contract will now be sent to the Town of Albany for their review.
8. **Trustee acknowledgement of staff performance during the pandemic.** Alison asked Trustees to submit something to her for a card to the staff.
9. **2021 Budget proposal discussion.** A discussion ensued on the 2021 budget proposal. A motion was made to approve the operating budget as presented. All in favor 7-0. The Trustees agreed to continue the budget discussion at their November meeting. On the agenda for the November meeting will be revenue estimates and the Trustee budget.
10. **Public Comment.** None
11. **Board Member Issues.** None
12. **Adjourn.** The meeting adjourned at approximately 5:40 PM.

Respectfully Submitted,

David Smolen