

Conway Public Library
Board of Trustees
November 2, 2022 Meeting
Draft Meeting Minutes

In attendance: Julie, James, Ashley, Kathy, Andrea, Jason (late arrival), David
Staff/Public: (?)

Meeting called to order at 4:10pm by Julie Laracy

Consideration of Meeting Minutes for Oct. 14 and Oct. 18
Minutes reviewed. Motion to accept minutes made by Kathy; seconded by Ashley. All in favor:
4:0:1 (James abstaining)

Acceptance of Unanticipated Revenue - Oct. 18 - Nov. 1 - \$11
James made a motion to accept unanticipated revenue; Andrea seconded. All in favor: 6:0

Treasurer Report - No report presented. However, David did share the budget year to date report and pointed out that we are on track as we approach end of the year.

Directors Report - David presented the director's report.

Friends Report - David stated that the Friends voted in their new board at their last meeting. Cindy Graham will be the secretary. Friends do not want to purchase books going forward. They want to focus on "wish list" items. Some boards have a "memorandum of understanding" with their Friends group defining roles and responsibilities and we discussed doing something similar for CPL.

Motion to accept two reports made by Andrea; seconded by James; All in favor - 6:0

Trustee/Staff Liaison Policy

James read the policy out loud. No comments were made. Andrea will be the liaison for November. Employee roll out to take place over Zoom on Mon. 11/7 at 4pm. David to confirm with staff by Friday.

Julie made a motion to accept the policy; seconded by Andrea. All in Favor: 6:0

Director Job Description

Discussion of adding a technical literacy and technology management section to the document. Julie offered to find ways to trim down the document as board agrees it is too long. Agreed that an overview of technology and a technology audit should be undertaken at a future board meeting so the board better understands Library policy and processes for the administration of critical library systems and technology.

Social Media Policy

Discussion of the need to add something about employee posts on or behalf of the library. Kathy to research other social media policies. Ashley to reserach school's policy. May need second sectoin addressing employees use of social media.

New Business - Municipality Certification of Authority

Jlie made a motion to accept middle paragraph of Municipality Certification of Authority so town on behalf of the library can accept grant money for the GAR flag. Seconded by James. All in Favor 6:0. The paragraph read as follows:

Resolved: That David Smolen, Library Director, is duly authorized to enter into contracts or agreements on behalf of the Conway Public Library Board of Trustees with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources – NH State Council on the Arts, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.

Meeting Adjoured 5:30pm