

CONWAY PUBLIC LIBRARY
BOARD OF TRUSTEES
15 GREENWOOD AVENUE
Library Meeting Room
December 21st, 2020
4:00 PM
Meeting Minutes

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

Staff Present: David Smolen

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 4PM.
2. **Consideration of Meeting Minutes.** November 16th, 2020. A motion was made to accept the minutes as written. All in favor 6-0.
3. **Acceptance of unanticipated revenue. November 16th – December 19th, 2020.** Director Smolen reported \$117 in unanticipated revenue. A motion was made to accept the revenue. All in favor 6-0.
4. **Treasurer Report.** Peter Innes presented his report. A discussion ensued. A motion was made to accept the minutes. All in favor 6-0.
5. **Director Report.** Director Smolen presented his report. Matters highlighted included the following:
 - a. The library appeared before the Selectmen December 2nd
 - b. The library appears before the Budget Committee January 11th
 - c. Director Smolen attended a meeting on telehealth in libraries
6. **Friends of the Library Report.** Director Smolen presented the Friends report. The Friends met on December 16th and approved a budget for 2021 that included \$3,000 for a strategic planning process.
7. **Patron Services Policy Review / Discussion of 2021 Nonresident Fees.** A discussion ensued on the Patron Services Policy. A motion was made to eliminate “digital only” cards as an offering. All in favor 7-0. A discussion ensued on non-resident fees for 2021. The Director reminded the Trustees that they can change fees anytime of the year. A discussion ensued on nonresident fees. The Trustees decided not to change any fees at the moment. No votes were taken.
8. **Failure of the Town of Albany to fully pay its 2020 Bill.** A discussion ensued surrounding the issue of the failure of the Town of Albany to fully pay its bill for 2020 library services. There was complete agreement amongst the Trustees and staff that as long as the bill is not paid in full Albany residents and taxpayers should not be eligible for a free library card. A letter informing the Town of this will be drafted by Trustee Laracy and sent out very soon.
9. **2021 Trustee Budget Proposal.** Director Smolen circulated a draft proposal for the 2021 Trustee Budget. A discussion ensued. A motion was made to accept the proposal as submitted. All in favor, 7-0.

10. **Recent Safety Committee Meeting at Town Garage.** Director Smolen described an in-person safety committee meeting at the Town Garage where very few people were wearing masks. Director Smolen left the meeting out of concern for his personal health. The Trustees expressed concern about the meeting and a discussion ensued on how to respond to such an event within the context of worker safety. The Trustees will write a letter to Town Manager Holmes expressing concern over the incident. No votes were taken.
11. **Requiring employees to take the Covid 19 vaccine.** A discussion ensued over the recent news that employers can require workers to take the Covid 19 vaccine. No votes were taken.
12. **Adjourn.** The meeting adjourned at 6:00 PM.

Respectfully Submitted,

David Smolen

The next Trustee meeting is scheduled for January 25th.