

CONWAY PUBLIC LIBRARY
BOARD OF TRUSTEES
15 GREENWOOD AVENUE
Library Meeting Room
December 21st, 2021
4:00 PM
Meeting Minutes

Trustees Present: Julie Laracy, Alan Shapiro, Jason Cicero, James Cousin, Ashley Danforth, Kathy Bennett

Members of the public: Ginny Nossiff

Staff: David Smolen, Jeff Beavers

1. **Call to order.** The meeting was called to order at 4PM.
2. **Public Hearing: Acceptance of \$5,760 from the Town of Albany.** Director Smolen explained why this money was considered unanticipated revenue and the law governing the acceptance of funds over \$5,000. A motion was made to accept the unanticipated revenue. All in favor 6-0.
3. **Consideration of Meeting Minutes. November 16th, 2021.** A motion was made to accept the minutes. All in favor 6-0.
4. **Acceptance of Unanticipated Revenue. November 16th – December 20th 2021.** Director Smolen reported \$105.75 of unanticipated revenue. A motion was made to accept the revenue. All in favor 6-0.
5. **Treasurer Report.** Jason Cicero presented his report. A motion was made to accept the report. All in favor 6-0.
6. **Director Report.** Director Smolen presented his report. A motion was made to accept the report. All in favor 6-0.
7. **Collection Development Policy Review.** Director Smolen led a review of the draft changes being proposed for this policy. A discussion ensued. No votes were taken. Director Smolen requested a vote on the proposed changes at the January meeting.
8. **Review of Library Park Renovation RFP document.** Friends of the Library Treasurer Ginny Nossiff began a discussion about the park renovation project. A discussion ensued about the project as well as a review of the draft RFP document. *A motion was made to allow the process to continue. All in favor, 6-0.* Ginny will attempt to secure two bids from vendors for the next meeting.
9. **Review of building maintenance plan proposal.** A discussion ensued on the proposal by Castagna Consulting Group, LLC to develop a building maintenance plan for the library building. *A motion was made to accept the proposal, all in favor 6-0.*
10. **Review of Non-Resident Fees for 2022.** Director Smolen asked that the non-resident fee be raised to \$100. A discussion ensued. A motion was made to raise the non-resident fee to \$100. The motion failed, 2-4. (Allen and James voted “yes”)

11. **Discussion of Director Review Process.** A discussion led by Julie Laracy ensued about the Director review process. JL indicated a dissatisfaction with the current form used for the review and is looking to find a new form with the help of the State Library. The Director's review will be delayed one month.
12. **Board Member Issues.** A discussion ensued on the subject of revising the trustee bylaws to allow for remote participation by trustees at meetings. As there was a clear interest in revising the bylaws to allow this, Director Smolen will send to the board draft language that allows for this. The Trustees will hold a special meeting prior to the next normal board meeting to revise the bylaws for this purpose.
13. **Adjourn.** The meeting adjourned at 5:48PM.

Respectfully Submitted,

David Smolen