Conway Public Library Board of Trustees
Meeting Minutes December 17, 2019
Conway Public Library
15 Greenwood Avenue
Conway NH 03818

Trustees Present: Peter Innes, David Paige, Alison Memoli, Lucy Philbrick, Hans Hilderbrand, Julie Laracy
Trustees Absent: Tim Westwig
Library Staff Present: David Smolen, Jeff Beavers

1. Call to Order. Meeting was called to order at 5:00 PM.

2. Meeting Minutes. November 18, 2019. Motion made to accept the minutes. All in favor 5-0-1 (David Paige abstained).

3. Treasurer Report. David Paige presented his report. There was a loss of $90 without explanation. A discussion ensued on the loss and how to proceed regarding the handling of money. The trustees agreed there should be a review of the cash handling procedures. A discussion ensued about 2019 unanticipated revenue. Director Smolen suggested using these funds for a shed. A discussion ensued. A motion was made to allow the revenue to roll over into 2020 and place into the Charter Trust accounts. All in favor 6-0.

4. Director Report. Director Smolen mentioned the following items from his report:
   - Serving on the Project Succeed Program Director search committee
   - Attended SAU9 strategic planning session
   - Meeting with civil engineers and obtaining quotes for sketches/drawings to improve drainage around certain areas of the grounds
   - Submitted grant to NH Electric Coop Foundation to digitize rest of North Conway Reporter collection
   - Gave tour of CPL to new CES Principal Jason Robert. Discussed possible areas of collaboration
   - Staff took part in a CPR/First Aid training by Pam Clay-Storm December 16th

5. Friends of the Library. Lucy reported the Friends $10 bag book sale went well.

6. Acceptance of Unanticipated Revenue, November 18th -- December 16th, 2019. Motion made to accept the gift from Pam and Bob Fisher Trust in the amount of $4,212.90. All in favor, 6-0. Director Smolen reported the unanticipated revenue for the time period was $82. A motion was made to accept the revenue. All in favor 6-0.

7. Director Eval Process. A discussion ensued about the evaluation process for the library director. No votes were taken.

8. Discussion of Response to email written by Albany Selectmen. Director Smolen distributed a first draft of the letter. Discussion ensued about the letter with edits being made.

10. **Programs Policy.** Discussion ensued about the draft programs policy. *Motion made to adopt and accept the policy as edited. All in favor 6-0.*

11. **Town Audit.** Trustees reviewed the Town audit document and were satisfied with the answers to the questions.

12. **Public Comment.** None.

13. **Adjourn.** Meeting adjourned at 7:12 PM

Respectfully Submitted,

David Smolen