

Conway Public Library Board of Trustees (DRAFT)
Meeting Minutes February 24, 2020
Conway Public Library
15 Greenwood Avenue
Conway NH 03818

Trustees Present: Peter Innes, Alison Memoli, Lucy Philbrick, Hans Hilderbrand, Julie Laracy, Hans Hildebrand

Trustees Absent: Tim Westwig, David Paige

Library Staff Present: David Smolen, Jeff Beavers

Members of the Public: Anne Smith

1. **Call to order.** Meeting was called to order at 5:04 PM.
2. **Consideration of Meeting Minutes. January 27, 2020.** Public and Non Public. Motion. Motion made by Alison to accept the public minutes, second by Lucy. All in favor, 5-0. Motion made to accept the sealed non public minutes by Lucy, second by Hans, all in favor 5-0.
3. **Treasurer Report.** A motion was made to accept the report. 5-0. Alison asked about a possible bookkeeping service for the Trustee accounts. David Smolen will follow up.
4. **Acceptance of Unanticipated Revenue, January 27 -- February 22, 2020.** Director Smolen reported the amount was \$97. A motion was made to accept the revenue. All in favor 5-0.
5. **Director Report.** Director Smolen highlighted the following items from his report:
 - Director Smolen is working on the strategic planning process
 - A safety inspection of the building was conducted by Dave Pandora and Andrew Smith. A few small issues were identified but nothing major.
 - NH Humanities program, *Moved and Seconded* will be at the Library March 3rd
 - Director Smolen is taking an "open data" webinar and hopes to develop a project around the idea
6. **Friends of the Library Report.** Anne Smith presented her report. Anne mentioned the Friends are interested in the direct mail idea as a fundraiser. Tim Westwig will attend the next FOCL meeting to talk about the humane society's experience with it. Anne indicated the Friends will be at the deliberative session to support the library.
7. **2020 Goals for Director.** Director Smolen presented a number of goals for the year 2020. Discussion ensued about the proposed goals of the director. *A motion was made to accept the goals, all in favor 5-0.*
8. **Recent Change by Town of Albany regarding library cards.** Director Smolen explained the procedure for issuing library cards to residents of Albany and also discussed the vote taken by the Albany Selectmen on December 18, 2019. The Trustees will attend the Albany Selectmen meeting on March 18th to discuss.
9. **2020 Budget Discussion.** A discussion ensued about the Town Deliberative Session and what strategies the Trustees would employ at the meeting. No votes were taken.

10. **Board Member Issues. Trustee Recruitment.** Chairmen Innes made a plea for Trustees to identify potential new Board members. Director Smolen mentioned that Ashley Danforth has agreed to run.
11. **Public Comment.** None.
12. **Non Public Session. Personnel Matter.** A motion was made to enter nonpublic session by Lucy, Second by Alison. The specific statutory reason cited to enter non-public were the following:

“RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.”

Roll Call Vote to Enter Non Public:

Peter Innes -- Yes
Hans Hildbrand -- Yes
Alison Memoli -- Yes
Julie Laracy -- Yes
Lucy Philbrick -- Yes

The meeting entered nonpublic at 6:37 PM and reconvened in public session at 6:42.

13. **Sealing Non Public Minutes.** *A motion to seal the minutes was made by Julie and Second by Peter because it was determined that divulgence of this information likely would adversely affect the reputation of a person other than a member of this board.*

Roll Call Vote to Seal the Minutes:

Peter Innes -- Yes
Hans Hildbrand -- Yes
Alison Memoli -- Yes
Julie Laracy -- Yes
Lucy Philbrick -- Yes
All in favor 5-0. The motion passed.

14. **Adjourn.** The meeting adjourned at 6:43 PM

Respectfully Submitted,

David Smolen