

Conway Public Library Board of Trustees
Meeting Minutes
May 18, 2020
Conway Public Library Meeting Room
15 Greenwood Avenue

Note: This meeting took place over the Zoom platform with the ability of the public to watch 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.

Trustees Present: Tim Westwig, Alison Memoli, Julie Laracy, Peter Innes, Ashley Danforth, Ellin Leonard (Note: Ms. Leonard had not been sworn in at the time of the meeting and, therefore, was unable to vote on any matters)

Trustees Absent: Hans Hildebrand

Library Staff Present: David Smolen, Jeff Beavers, Tara McKenzie

Also Present: Sheena Abbot

1. **Call to Order.** The meeting was called to order by Library Director David Smolen.
2. **Election of Officers:** Director Smolen asked if there were any nominations for Chair of the Board. *A motion was made to nominate Tim Westwig as Chair. All in favor 5-0 (A roll call vote was taken). From this point on Chairmen Westwig ran the meeting. A motion was made to nominate Alison Memoli as Vice Chair, all in favor 5-0 (A roll call vote was taken). A motion was made to nominate Peter Innes as Treasurer, all in favor 5-0 (a roll call vote was taken).*
3. **Treasurer Report.** The Treasurer report was presented and a discussion ensued. The new bookkeeper for the Trustees, Sheena Abbot, was present and a discussion ensued about her responsibilities.
4. **Director Report.** Director Smolen presented his report. Tara McKenzie and Jeff Beavers discussed planning for the Summer Reading Program.
5. **Friends of the Library Report.** None was presented. Director Smolen mentioned that a new liaison to the Friends will need to be appointed. Additionally, it was noted the Friends received a \$2,500 CARES grant through New Hampshire Humanities.
6. **Investment Policy Review.** A discussion ensued about the Investment Policy. It was noted the policy states it needs to be reviewed and affirmed on an annual basis. The Charter Trust representative refused to appear over Zoom but he did send a report about the account. A discussion ensued about the distribution of Trust Funds. Director Smolen requested the Trustees move \$50,000 into cash. A discussion ensued on the request. Treasurer Innes will speak with Charter Trust about the request. *A motion was made to affirm the Investment Policy, all in favor 5-0 (a roll call vote was taken).*
7. **Reopening the Building Discussion.** A discussion ensued on the draft "safe building" plan put together by Director Smolen and Jeff Beavers. The Director requested that the Trustees affirm the document prior to any opening of the building. No votes were taken.
8. **Board Member Issues.** New Trustees Ashley Danforth and Ellin Leonard introduced themselves.
9. **Public Comment.** None.
10. **Adjourn.** The meeting adjourned at 5:40 PM.

Respectfully Submitted,

David Smolen