

CONWAY PUBLIC LIBRARY
BOARD OF TRUSTEES
15 GREENWOOD AVENUE
Library Meeting Room
June 15th, 2021
4:00 PM
Meeting Minutes

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

Staff Present: David Smolen, Jeff Beavers

1. Call to Order. The meeting was called to order at 4PM.
2. Consideration of meeting minutes. May 18th, 2021. A motion was made to accept the minutes. All in favor, 6-0.
3. Treasurer Report. Jason Cicero presented his report. A motion was made to accept the report. All in favor 6-0.
4. Director Report. Director Smolen presented his report. Items highlighted from the report included:
 - a. Director communicated with staff the results from the climate survey
 - b. Director represented library at the Albany Town Meeting which was held June 8th
 - c. Library is submitting Mooseplate grant for GAR flag
 - d. Library is receiving \$2,100 grant from Henney Historical Fund
 - e. Director has communicated with Town about building needs for 2022 budget season
 - f. Children's Department implementing "Fun to Be Five" program
 - g. Staff working with schools to promote summer reading
5. *Consideration of New Hours for Building.* Director Smolen recommended new hours for the building, which are as follows:
 - a. *Monday* – Thursday 9AM – 8PM
 - b. *Friday* 9AM – 5PM
 - c. *Saturday* 9AM – 1PM

A discussion ensued about the recommendation. A motion was made to adopt the new hours as recommended. All in favor 6-0. Director Smolen will run a report on peak usage times using circulation data and report back to the Trustees. The new hours will commence June 21st.

6. *Meeting Room Policy Review.* Director Smolen requested the Trustees rescind the Covid rules adopted for the meeting room last November. It was made clear that this does not eliminate a mask requirement for the building. A motion was made to rescind the Covid meeting room rules and return the policy prior to November 2020. All in favor 6-0.
7. *Grievance Procedure Review.* Director Smolen presented a draft grievance procedure that was written by the Drummon Woodsum law firm. A discussion ensued on the draft proposal. There was an interest to include language that would create a "safety net" in the event the Director did not follow the procedure correctly. There was also an interest to clarify the acceptable means of communication. A motion was made to table the discussion and insert new language and review it again in July. All in favor 6-0.

8. Discussion on Closing July 3rd, 2021. Director Smolen described the policy of when the library is closed when a federal holiday falls on a Sunday. He requested the library close on July 3rd in addition to the 5th. A motion was made to close the library on July 3rd. All in favor 6-0.
9. Old Business. None.
10. Public Comment. None.
11. Non Public Session.

Members Present: Julie Laracy, Kathy Bennett, Jason Cicero, Ashley Danforth, James Cousins, Alan Shapiro

A motion was made by James, second by Ashley to enter nonpublic. The statutory reason given to enter nonpublic was RSA 91-A:3, II(C). Matters which, if discussed in public, would likely affect adversely the reputation of any person

Roll Call vote to enter nonpublic:

Julie – Yes
Kathy – Yes
Jason – Yes
Ashley – Yes
James – yes
Alan – yes

The motion PASSED. The Board entered nonpublic at approx. 5:45PM. Director Smolen attended the nonpublic session. *Alan Shapiro left the meeting at this time.*

The Board exited nonpublic at approx. 6:00 PM and reconvened at that time.

A motion was made by James, second by Kathy to seal the minutes because the divulgence of the information would likely *affect adversely the reputation of any person*

Roll Call vote to seal the minutes:

Julie – Yes
Kathy – Yes
Jason – Yes
Ashley – Yes
James – yes

The motion PASSED.

12. Adjourn. A motion was made to adjourn. All in favor 6-0.

Respectfully Submitted,

David Smolen