

Meeting Minutes
Conway Public Library
Board of Trustees
10/9/24

Call to Order: 5:04

Trustees: James Cousins, Jeanne Wright, Andrea Libby, Julie Laracy, Cheryl Furtado

Staff Members: Jeff Beavers, Tessa Narducci

1. **Public Comments:** None
2. **Bar Harbor Wealth Management Portfolio Review:** Annual Summary of our Portfolio. James and Andrea will be authorized signers. Cheryl (Secretary) to sign the Designation of Authorized Signers form once received. James moves to reaffirm the investment policy as written. Andrea seconded. Motion carried 5/0/0
3. **Consideration of Meeting Minutes (9/11/24):** James moves to accept minutes with the revision. Jeanne seconded. Motion carried 5/0/0
4. **Acceptance of Unanticipated Revenue 9/1/24-9/31/24:** Sept 1, 2024-Sept 21, 2024. \$230 Jeanne moved to accept, Andrea seconded Motion carried 5/0/0
5. **Reports:**
 - a. **Treasurer:** See attached
 - b. **Director:** See attached
6. **Draft 2025 Budget**
 - a. **Operating Budget:** Proposed 2.67% increase overall. Cheryl moves to approve the draft budget. Andrea seconded. Motion carries 5/0/0
7. **Climate Survey:** Discussion about time frame and cost ensued. James moved to engage in this service (\$1100). Cheryl seconded. Motion carried 5/0/0
8. **Meeting Room Policy Review:** James motioned to accept the policy with revision. Andrea seconded. Motion carried. 4/0/0
9. **Library & Personnel Manual Merit Increase & Schedule:** Discussion about policy ensued
10. **Creating a Substitute Position:** An effort to keep the library open when we are short on staff when needed. Jeff to bring this back next month for us to vote on
11. **Library Holiday Hours:** Discussion regarding holiday hours ensued
12. **Barba Wheelock Field Report & Invoice:** Looking at a proposed spring installation. James moves to ratify the most current Barba Wheelock invoice. Andrea seconded. Motion carried 4/0/0
13. **Park Project Update:** Public Info Session will take place on Oct 21st with a walk about starting at 5:30pm and an information session from 6-7pm
14. **Board Member Issues:** None
15. **Non Public Session as per 91-A:3:** None

Adjourn: 7:05

Respectfully,
Cheryl Furtado Trustee Secretary