

**Meeting Minutes**  
Conway Public Library  
Board of Trustees  
11/13/24

**Call to Order:** 5:06 PM

**Trustees:** James Cousins, Jeanne Wright, Andrea Libby, Julie Laracy, Corey Genest, Chris Wong

**Staff Members:** Jeff Beavers, Tessa Narducci

1. **Public Comments:** None
2. **Consideration of Meeting Minutes (10/9/24):** Jeanne motioned to accept the minutes with correction to the name “Jeannie” and to the line item “Barbara Wheelock” (correctly spelled “Barba Wheelock”, Andrea seconded, (4-0-1)
3. **Acceptance of Unanticipated Revenue 10/1/24-10/31/24:** James motioned to accept \$40.50 of unanticipated, Andrea seconded, (5-0-0)
4. **Reports:**
  - a. **Treasurer:** See attached.  
Discussion of documentation storage procedure ensued- an update to BoT bylaws to include Treasurer responsibilities will be added to next month’s agenda.
  - b. **Director:** See attached  
James motioned to accept the Treasurer’s and Director’s report, Jeanne seconded (5-0-0)
5. **2025 Revised Budget Approval;** Finalized numbers on variable line items led to a decrease from the previously approved budget. Julie motioned to approve, Andrea seconded (5-0-0)
6. **YSA Hiring Recommendation:** Tessa presented her hiring recommendation for the position. Jeff Beavers made the formal recommendation. Julie motioned to approve the hiring recommendation, Chris seconded (5-0-0)
7. **Library Personnel Manual Merit Increase Schedule:** discussion regarding the review cycle ensued. Corey motioned to accept the policy manual revisions, Jeanne seconded (5-0-0).
8. **Substitute Position Job Description:** The position being discussed is intended to ensure adequate library coverage. Discussion of phrasing ensued. Jeanne motioned to approve the job description, Corey seconded (5-0-0)
9. **Climate Survey Results:** Brief discussion ensued and James and Jeanne volunteered to attend the staff meeting on 11/22/2024 at 9:00 AM.
10. **Barba Wheelock Field Report and Invoice:** Jeff talked the Board through the latest field report. James motioned to approve the latest invoice, Andrea seconded. (5-0-0)
11. **Library Parking Update:** Discussion of the latest developments concerning the partial lot at 57 Greenwood Ave. ensued.
12. **Park Project Updates:** This was peripherally discussed throughout the prior agenda items.
13. **Board Member Issues:** None
14. **Non Public Session as per 91-A:3:** Not needed.

**Adjourn:** 6:55 PM

Respectfully,  
James Cousins