

**Meeting Minutes**  
Conway Public Library  
Board of Trustees  
12/11/24

**Call to Order:** 5:05 PM

**Trustees:** James Cousins, Andrea Libby, Julie Laracy, Corey Genest, Cheryl Furtado

**Staff Members:** Jeff Beavers, Tessa Narducci, Drea Kasianchuk (new employee)

1. **Library Parking Discussion:** Discussed some opportunities to increase parking spots on our current lot while also hearing from Andrew Smith from the town of Conway about what the town has funding for needed upgrades (curb, pave, etc). Jeff shared recent discussions regarding the Greenwood Ave purchase.
2. **Public Comments:** Daymon Steer was just looking for clarification on the drawings and number of parking spots which could potentially be increased by a slight redesign.
3. **Consideration of Meeting Minutes (11/13/24):** Cheryl moved to accept. James seconded. (5-0-0)
4. **Consideration of Meeting Minutes (12/2/24):** Change date from 12/9 to 12/2. Corey moved to accept. Cheryl seconded. (5-0-0)
5. **Acceptance of Unanticipated Revenue 11/1/24-11/30/24:** \$117. Cheryl moved to accept. Andrea seconded. (5-0-0)
6. **Reports:**
  - a. **Treasurer:** See attached. Andrea is working hard to locate all monies to support compliance with the DOJ.
  - b. **Director:** See attached  
Cheryl motioned to accept the Treasurer's and Director's report, James seconded (5-0-0)
7. **Park Project Updates:** Simplify the conceptual design in early 2025
8. **Barba Wheelock Field Report and Invoice:** On track to get this done for spring 2025. Invoice 3313.57. James moves to pay the invoice. Cheryl seconded. (5-0-0)
9. **HR Support from Town Hall:** the town is doing onboarding and paperwork, etc for the library. If anyone at the library has a grievance, John Eastman and Jeff are discussing the potential to work together.
10. **Review of Trustee Bylaws and Code of Ethics:** Two factor authentication - It makes sense for the treasurer to enable two factor authentication in tandem with at least one other person on the board.
11. **Board Member Issues-** Digitized packets. Cheryl would like a paper copy..
12. **Non Public Session as per 91-A:3-** Not needed

**Adjourn:** 7:08 PM

Respectfully,  
Cheryl Furtado