

**Meeting Minutes**  
Conway Public Library  
Trustees Meeting Minutes  
12/17/2025

1. **Call to order:** 5:10 pm  
**Trustees:** James Cousins, Jeanne Wright, Andrea Libby, Chris Wong, Julie Laracy, Corey Genest, Cheryl Furtado  
**Staff Members:** Jeff Beavers, Tessa Narducci
2. **Public Comments:** None
3. **Consideration of Meeting Minutes 11/12/25:** Jeanne moved to accept. Corey seconded. 5-0-2. Motion carried
4. **Consideration of Meeting Minutes: 11/17/25:** Jeanne moved to accept, James seconded. 7-0-0. Motion carried
5. **Acceptance of unanticipated November revenue \$27:** Jeanne moved to accept. Chris seconded. 7-0-0. Motion carried
6. **Reports:**
  - 6.1. **Treasurer:** After Nancy completed her research of the trusts, we can now move money to the appropriate accounts. Julie moved to give Andrea the authority to move money from one account to another in order to keep our records straight. Jeanne seconds. Motion carried 7-0-0.
  - 6.2. **Director:** Please see report  
Cheryl moves to accept the Treasurer and Director report. Chris seconded. 7-0-0 Motion carried.
  - 6.3. **Friends:** No report.
7. **Library/Town Personnel Manual- Annual Leave:** Jeff recommends the library stay aligned with the Town of Conway. After a brief discussion, James moved to accept the Town of Conway's policy. Chris seconded. 7-0-0. Motion carried.
8. **Parental Access to Minor Children's Library records request Form:** Jeff and the staff created signs to put up the first of January stating that a library card or other ID is required to check out or to access library records.
9. **Park Project Update**
  - 9.1. **Review of 30% site plan**
  - 9.2. **Full notice to Proceed Requirements**
  - 9.3. **NBRC Reimbursements**  
See reports
10. **Building Subcommittee Update**
  - 10.1. **Barba Wheelock Invoice: \$1508.72.** Jeanne moves to approve. Cheryl seconds. Motion carries 5-0-2
11. **2026 Budget Presentation:** Tabled.
12. **Board Member Issues:** None.
13. **Non Public Session as per 91-A:3:** None
14. **Adjourn 7:08**

Respectfully,  
Cheryl Furtado, CPL Trustee Secretary