

Meeting Minutes
Conway Public Library
Board of Trustees
1/9/25

Call to Order: 5:31 PM

Trustees: James Cousins, Jeanne Wright, Andrea Libby, Chris Wong

Staff Members: Jeff Beavers

1. **Public Comments:** None
2. **Consideration of Meeting Minutes (12/11/24):** James motioned to accept the minutes with correction to the name “Chery” (correctly spelled “Cheryl”, found in item #8), Andrea seconded, and motion carried (2-0-2)
3. **Acceptance of Unanticipated Revenue 12/1/24-12/31/24:** James motioned to accept \$374 of unanticipated, Jeanne seconded, (4-0-0)
4. **Reports:**
 - a. **Treasurer:** See attached.
 - i. Discussion of Henney Braddy trust surfaced possibility of digitizing old physical financial records.
 - ii. The board discussed hiring a forensic accountant to support an ongoing Department of Justice audit of trust funds, and getting recommendations from NHLTA, book keepers, and our point of contact at DoJ, Amy Nichols.
 - b. **Director:** See attached.

James motioned to accept the Treasurer’s and Director’s report, Chris seconded (4-0-0)
5. **Park Project Updates:**
 - a. Jeff shared a mockup of a simplified park design in accordance with the Park committee’s latest conversations.
 - b. The next step is for Jeff to get official plans drawn for stakeholder consideration- this simplified design may provide us a pathway to Spring commencement.
6. **Knowles Project Schedule Draft:** For information’s sake, Jeff shared the latest draft timeline from Knowles for the column replacement. The timeline has been shared with the town and it seems to be clear of any prohibitive conflicts.
7. **Barba Wheelock Invoice:** Andrea motioned to accept the latest invoice, Chris seconded (4-0-0).
8. **Review of Trustee Bylaws & Code of Ethics:** James neglected to pursue an updated set of Trustee bylaws, so this topic is tabled until February.
9. **Board Member Issues:** James brought up the possibility of a more formal check-in / RSVP process for trustees ahead of board meetings. He plans to reach out and find an approach that works for all members of the board.
10. **Non Public Session as per 91-A:3:** Not needed.

Adjourn: 6:48 PM

Respectfully,
James Cousins