

Meeting Minutes
Conway Public Library
Board of Trustees
8/14/24

1. **Call to order:** 5:05 pm

Present:

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

Staff Members: Jeff Beavers, Tessa Narducci

2. **Public Comment:** None

3. **Consideration of Meeting Minutes-** Jeanne moved to accept, James seconded. 4/0/0

4. **Unanticipated Revenue-** \$82. James moved to accept. Jeanne seconded. 4/0/0

5. **Reports**

a. **Treasurer:** We are now set up to use Quickbooks James moved to go forward with Quickbooks. Andrea seconded. Motion carried 4/0/0. James and Andrea will meet prior to the next meeting to suggest next steps.

b. **Director:** Tessa's reading programs are bringing many people in. The Henney History Room interns are winding up. They're doing an excellent job here and in the Ham room. Jeff expects to have an intern from URI working with us beginning in the fall.

c. **Friends:** They meet next week.

6. **Afterschool Enrichment Facilitator:** Jeff has partnered with the School to Career facilitator at the high school to have a student work with the afterschool program in the fall. Kate, our current intern, is leaving to work at one of the Conway schools. She has done an incredible job and we appreciate all her hard work.

7. **Upgrading Porter Office Machine Equipment-** No action.

8. **Meeting Room & Library Policy Review:** Jeff will share his thoughts on these and present at the next meeting.

9. **Director's Annual Goals Discussion:** Jeff to set his goals for the upcoming year.

10. **Library Website:** On hold until the .gov move.

11. **Access to Library Facilities After Hours:** No action. Staff to keep their eye out.

12. **Barbara Wheelock Field Report & Invoice:** Wait to see if Structural Engineers sign off on current plans. We will move forward once they sign. Jeanne moved to accept to pay the bill. James seconded. Motion carried 4/0/0.

13. **Board member issues:** None

14. **Non public session as per 91-A:3:** None

15. **Meeting adjourned** 7:14pm

Respectfully,
Cheryl Furtado, Trustee Secretary