

Meeting Minutes

Conway Public Library

Board of Trustees

9/11/24

1. **Call to order:** 5:08
Trustees: James Cousins, Jeanne Wright, Andrea Libby, Chris Wong, Cheryl Furtado, Julie Laracy
Staff Members: Jeff Beavers, Tessa Narducci
2. **Public Comments:** None
3. **Consideration of Meeting Minutes: August 14, 2024.** James moved to accept with revision. Jeanne seconded. 7/0/0
4. **Acceptance of unanticipated revenue Aug 1, 2024- Aug 31, 2024 (\$151)** Cheryl moved to accept, Jeanne seconded 7/0/0
5. **Reports:**
 - a. **Treasurer:**
 - b. **Director:**
 - i. Circulation: held steady
 - ii. Library visits: also steady
 - iii. Programming: Continues to bring in solid numbers- record numbers!
 - iv. Ham Room flooring- completed.
 - v. 3 Public restrooms- cleaned and painted
 - vi. Public water fountain should be replaced w/a double fountain (wheelchair accessible with a water bottle filler)
 - vii. Porter Office Machine copier/printer/faxer is in
 - viii. New intern from URI is here and off to a good start
 - ix. More staff trained on ILL- now we have at least 4 here who can do this work
 - c. **Friends:**
 - i. Hosting their annual Trivia Night at Tuckerman Brewing Company-6pm. More under 'Park Project' below. James moves to accept these reports. Cheryl seconded. 7/0/0
6. **Meeting Room Policy Review:** The team discussed additions/extractions to reflect updated wordage and policy. After a conversation with the group, Jeff will present a clean edit next month.
7. **Draft 2025 Budget:**
 - a. **Operating Budget:** 2.17% increase overall (operating).
 - b. **Staff wages:** 2.74% increase. Hope to add a YS Library Assistant for 32 hours.
 - c. **Trustee Budget:** Down about \$500
 - d. **Friends Budget:** Less than 1% decrease
8. **Barbara Wheelock Field Report & Invoice:** No new field report, although they were here and matched the color, saw the new texture. Discussed the updated schedule.

- a. Barbara Wheelock invoice (\$704.30)- Corey moves we pay. Jeanne seconds.
7/0/0
 - b. Knowles invoice (for work done so far- color, texture, 3D scanning, etc). \$35,910.
Cheryl moved payment of this bill. Andrea seconded. 7/0/0.
- 9. Director's Annual Goals Discussion:** NO action
- 10. Bar Harbor Annual Report and RSA 202-A:12 Compliance:** No action
- 11. Youth Services Library Assistant Job Description:** 30 hours
- 12. NHLTA Regional Trustees Gathering:** Ossipee Library coming up Sat, Oct 5th. Link to register. Need a representative.
- 13. Park Project Updates:** Julie sending a letter to the grant for an extension of one year to match the grant. Jeff is working hard to keep this project in the community's minds.
- 14. Board Member Issues:** None
- 15. Non Public Session as per 91-A:3:** None
- 16. Adjourn 7:04**

Respectfully,
Cheryl Furtado, Trustee Secretary