

**Paine Memorial Free Library
Meeting of the Board of Trustees
January 22, 2026**

Present: Ian Gillies (Library Director), Rachel Budin, Teresa Cummings, May Krukiel, Herb Longware, Dick Perez, Andrea Robare, Elizabeth Rogers (virtually), Tara Valachovic

Absent: Lea Highet (virtually), Jolene Sayward

- Elizabeth called the meeting to order at 5:10 PM.
 - Herb made a motion to accept the minutes from the October 2025 meeting; May seconded; all approved.

- Treasurer's Report - Teresa Cummings
 - Teresa explained the current financial status of the library; she budgeted more conservatively. Teresa has asked Lea for the fiduciary trust to bump up the rate to meet \$40,000 a year.
 - The town will budget \$10,000 for 2026.
 - Herb will be meeting with Traci McGill (new town supervisor) to discuss possibilities for 2027.
 - Some salaries and wages have been shifted a bit.
 - Most items have been kept in line with the 2025 budget.
 - There is enough liquid cash in accounts to cover us for a full year if needed.
 - Teresa feels that we are in good shape for 2026.

- President's Report - Herb Longware and Elizabeth Rogers
 - Herb congratulated Ian on his first year at the library.
 - Theresa Moss submitted her resignation before the end of 2025, but she is willing to help out at times if needed.
 - Elizabeth explained that the Employee Manual Update is out of date, so an HR partner has been contacted to help update the manual. Integra HR is the company and Kelly O'Brien will be the contact person. Elizabeth spoke very highly of Kelly and feels comfortable recommending her. She has provided pro bono work for the library, so she is familiar with the library.
 - Elizabeth made a motion to approve up to \$5,000 for Integra HR to be hired. Teresa seconded the motion. All were in favor.
 - Elizabeth discussed opportunities for board members to assist with programming and events in 2026. She suggested that the board members help with the annual meeting presentation and setup.

- May suggested ways that the board could help. For example, if the library needs to be closed due to staff issues, May is willing to come in and assist.
 - Herb asked Ian if there are ways the board can help.
 - Elizabeth offered to send an email with a survey to elicit help and board members could give feedback regarding how we would like to help.
 - Rachel suggested that Ian email the board a calendar with library events and the board could fill in dates that they are willing to help.
- Library Director's Report - Ian Gilles
 - Ian reviewed the Halloween Costume Swap and Trick or Treating at the Library.
 - Christmas
 - Pictures with Santa (23 in attendance)
 - Christmas in the 'Boro (35 in attendance)
 - Christmas Eve - Polar Express (27 in attendance)
 - Future Programming
 - Movies - will alternate between family (child friendly) movies and classic adult films
 - Chess Club - scheduled for February 4, 2026
 - Valentine's Day Workshop - Craft Day (Also falls on Family Movie)
 - Fire Cider Workshop - free class on February 21, 2026
 - Annual Report
 - Ian will be working with Theresa Moss and Jenny Lavigne
 - Baker and Taylor is the company that most books have been purchased through, and they have gone out of business, so there may be some changes.
 - Theresa Moss will run the book club through April. She will also help with book donations and help to coordinate volunteers.
 - Ian explained a video series on FB to promote library services and events.
 - Elizabeth asked if Ian would be willing to update the Library's website and Ian agreed that it needs to be done and would coincide nicely with the policy updates.
 - Craft Fair - The Historical Society wants to be involved (Tara is willing to reach out and find out more details) Elizabeth reiterated that the Board Members could be involved with this process.
- Policy Updates
 - Rachel gave an update on the progress of the Policy Updates. She feels that most policies are still appropriate and don't need to be rewritten, but the entire document needs to be organized for ease of use.
 - Rachel would like to meet again with those involved in the Policy Updates and feels that Ian's input would be valuable.
 - Once everything is more finalized, the final document will need to be voted on by the entire Board.

- Rachel would like all the policies to be put on the website. Currently they are not all on the website.
- Building and Grounds Update - Herb Longware and Dick Perez
 - Herb spoke with Doug Ferris. Herb reviewed how the wet well was constructed.
 - Dick has been monitoring the water issue. The amount of water in the wet well has increased.
 - Doug proposes that we lower the high water pumps. Iron oxide has plugged up some areas between stones. No water has come into the library from the east side, but water has come in through the south wall (that water is clear). Water that came in from the north side had iron oxide. Dick spoke with the contractor who had worked on this previously. It's difficult to tell how effective things are because 2025 was a dry summer, so we will need to wait to see what happens in 2026.
 - Herb said if we lower the pumps by just a few inches (will be a minimum expense); they will be closer to where the ground water is and hopefully work.
- New Business
 - May discussed watching the show "The Librarians" together because it will be available to stream after February 9th 2026 when it will be released on PBS.

Motion to adjourn by Rachel and seconded by May. Regular meeting concluded at 6:03 PM.

Executive Session - The board met to discuss salaries for 2027.

Next meeting -

- April 23, 2026 (5:00 PM)
- July 23, 2026 (6:00 PM and 7:00 PM)

Minutes submitted by Tara Valachovic.