

**Paine Memorial Free Library
Meeting of the Board of Trustees
October 23, 2025**

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

Absent: Theresa Moss (Program and Outreach Librarian)

- Elizabeth called the meeting to order at 5:08 PM.
 - Herb made a motion to accept the minutes from the July 17, 2025 meeting; Rachel seconded; all approved.
- President's Report - Herb Longware and Elizabeth Rogers
 - Elizabeth discussed the bylaws and the long range plan. She mentioned that we need a committee to work on the long range plan. The by laws may need to be updated.
 - Herb talked about the importance of updating the bylaws and reviewing the long range plan to be sure that we're moving in the right direction. Herb would like to start thinking about the next five years.
 - Rachel, May, and Tara are willing to work with policy review.
 - Dick is interested in focusing his work on long range planning of the building and grounds and maintenance.
 - Lea is interested in focusing her work on the financial aspects of the long range plan.
- Building and Grounds
 - Dick discussed the work over the summer on the wetwell. Additional holes (16) were drilled. It's unknown how well things will work due to the dry weather. Throughout the last month there have been heavy rains and there is still water in the cellar (particularly on the south side). It's possible that the foundation drain is not working properly. The library will need to add a surface area drain under the eaves of the building or explore the construction of the existing foundation drain. Dick would like to start with a meeting with Herb, Doug Ferris and the contractor to get more detailed information about the existing structure and design. Rachel asked a few questions and Dick clarified the two problems. The underlying problem is that water is not getting into the foundation drain; therefore another drain should not be added until more information is obtained. In summary, one problem is likely solved but we won't know until the groundwater comes up. The other problem needs more investigation.
 - Herb thanked Dick for the work he has done.

- Treasurer's Report
 - The library is somewhat behind in income and has a net operating loss; however, the fund drive is progressing well.
 - The town only gave the library \$10,000 and grants are off.
 - The special events are not bringing in income.
 - The library is under budget on expenses.
 - We may want to look at numbers for income going ahead for next year.
 - Lea explained the two investments for the library (money from Fiduciary which we have more control over and JP Morgan which we have less control over).

- Library Director's Report
 - Ian went over the board requirements for trainings.
 - He spoke with Jenny (former library director) regarding grants. She reviewed a few grants which are currently in the works.
 - Theresa Moss has asked to cut back her hours during the winter months.
 - Ian went back over the situation of the water in the basement and the air conditioning.
 - Past Programming - Cook Book Club, Annual Book Sale, Bead Embroidery Class, Summer Reading Assistance with Theresa
 - Future Programming - Halloween Costume Swap, Craft Circle (the bead embroidery class will roll over into a Tuesday afternoon craft circle), Library Crawl through CEFLS (Ian described this in more detail), Trick or Treating on Halloween from 12 - 5:00 with a craft
 - Ian and Theresa will work together on events from Halloween through Christmas (Christmas in the Boro and Santa Claus visit on Dec. 18th)
 - Ian has organized some other events, possibly a movie night closer to Christmas
 - Craft Fair - Explained possibility of Historical Society combined event on July 18th; Tara discussed bringing in other groups (ie. the PTO Color Run)
 - Lea was concerned about overworking Ian and Elizabeth talked about bathroom issues (other groups would need to get involved).

- New Business
 - Banned Books - Ian reviewed the background of banned books and details about banned books; developed an action piece to go forward with a banned book policy and suggested some ideas (ie. a shelf with banned books and information about them). May mentioned a current documentary about banned books and discussed the importance of having a policy. Lea asked if CEFLS has a policy in place for banned books that we could use at the Paine Library. Elizabeth asked if board members could do a little of their own research before the January meeting.
 - Herb discussed what Rachel found in the town's proposed budget for the next year. It appears that \$10,000 is in the budget again as opposed to the \$20,000

that the library received in previous years. Herb is willing to go to the town hall and look into the situation more.

- Lea suggested that a better speaker system be put into place for those participating virtually.

- Next meeting - January 22, 2026

Motion to adjourn by Rachel and seconded by Herb.

Meeting adjourned at 6:08 PM

Minutes submitted by Tara Valachovic.