

**Paine Memorial Free Library
Meeting of the Board of Trustees
April 23, 2026**

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

Absent: Lea Highet

- Herb called the meeting to order at 5:04 PM.
 - Teresa made a motion to accept the minutes from the January 2026 meeting; Andrea seconded; all approved.
- Treasurer's Report - Teresa Cummings
 - Teresa explained the current financial status of the library.
- President's Report - Herb Longware
 - Herb gave a bylaw update and invited others to review and contribute.
- Library Director's Report - Ian Gilles
 - Ian reviewed the annual report and explained its delay.
 - Past Programing
 - Two cookbook club meetings (1 year anniversary is approaching)
 - St. Patrick's Day
 - Chess club
 - Future Programming
 - Ian wants to begin the summer reading program in May (with activities such as tie-dying).
 - Library Passport idea
 - Cookbook Club
 - Art Shows
 - June 21st - townwide yard sale
 - Annual Meeting
 - Craft Fair
 - Annual Booksale
 - Volunteer opportunities for people who are interested
 - Garden Clean Up Day (Prior to May 30th to kick off summer)
 - Summer Fund Drive (ie. stuffing envelopes)
 - Setting up and breaking down at Craft Fair or Book Sale
 - List will continue to be added to

- Members of the board asked how we could contact Ian to help at various events.
 - Extended Evening Hours (this could be another option for volunteer hours)
 - Employee Handbook Update
 - Newsletter - Herb asked if Board members could help Ian and the library out with the newsletter.
 - Rachel asked about the library being involved with the historical society for the country's 250th celebration; Herb made some suggestions for contacts; Elizabeth asked Ian if he could email the board with updates about the celebration.
- Policy Updates
 - Rachel gave an update on the progress of the Policy Updates. Most policies just needed to be reviewed, but no changes needed to be made. Many policies existed for borrowing various items, so these should be rolled into one borrowing policy; Computer use policy - Acceptable use policy; Emergency - updated phone numbers for contractors and emergency provided; Elizabeth contacted the sheriff's department; all policies will need to be organized for clarity.
- Annual Meeting Planning - Elizabeth talked about Zach Matson who is willing and able to present at our annual meeting in July.
- Board Training Opportunities
 - Herb reviewed some upcoming training opportunities and Elizabeth mentioned that two hours of training is required for all Board members; Elizabeth reminded everyone that we could also watch a recorded webinar.
- Craft Fair and 250th Celebration will be held on July 25, 2026.
- Building and Grounds - Dick Perez
 - The hallway has been damp but not puddled; Dick will meet with Doug Ferris on Monday to lower the level of the floats in the pump so they will come on sooner than currently.
 - The chimney work may require excavation.

Motion to adjourn by Herb and seconded by Jolene. The meeting concluded at 5:40 PM.

Next meeting

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

Minutes submitted by Tara Valachovic.