

## **Minutes for the Paul Memorial Library Meeting Held on December 7, 20223**

Open meeting: 6:35 pm

Members attending: Win Fream, Jack Parnham, Brendan Johnston

Accepted meeting notes from last meeting 11/02/23

### **Treasurer Report:**

- General fund: \$19398.32 Oct Statement
- Donation account \$3915.46 Oct Statement
- Petty Cash Drawer: \$396.16
- Manifest: Later

### **Budget update:**

- Budget given to BOS
- Holiday bonuses voted on and unanimously approved by the Board:
- Brittney Thompson \$500
- Cori Caputo \$500
- Marie Smythe \$200

### **Staff**

- Plan staff meetings.
- Reviews-March

### **Floor and interior project**

- Director's report: later

### **General:**

- Review Quote from Interior Designer. Determine next steps and timeline
- Furniture -Quote and order
- Circulation desk builders.
  - <https://www.imillwoodworking.com/>
  - <https://www.tisewood.com/gallery>
  - <https://www.jerniganwoodworking.com/commercial>
  - <https://www.tlwoodworking.com/>
  - <https://www.pridecraftinc.com/pridecraft/>
- Movers- tell the movers about the remediation and the updated timeline
- Electrician- disconnect the desk
- Team clean up- Friends - Staff.
- Remediation- Called ACM.
- Painters- Need to call other painters.

**Scott Cambell Project.**

- Update Scott on budget for Fy24
- Survey next steps?

**New Business / General Items:**

- Bill Meserve- Update on storm water grant. - No update

**Friends of Library update:**

- Buy Children's carpet.
- Confirm the bank money. WF

**Project planning:**

- Outdoor space
- Other?

**Maintenance**

- Other than project?

**Landscaping outside-**

- No update?

**Community garden.**

- Nothing at this time.

**Basement / general clean up-**

- Upstairs needs to be cleaned up and organized.
  - Circulation desk
  - Back door area
  - Sitting room

Meeting Close: 7:25

Next meeting: February 8 @ 6:30

Respectfully submitted,  
Jack Parnham

