

## **Minutes for the Paul Memorial Library Meeting Held on July 9, 2025**

Open meeting: 6:37

Members attending: Win Fream, Brittney Thompson, Jack Parnham, Brendan Johnston, Scott Campbell

Accepted meeting notes from last meeting **06/04/25**

### **Meeting with the FOL**

- Discuss MOU
- Discuss Bi- laws of the Library and the Friends
- Discuss improved communications between the two groups
- <https://gc.nh.gov/rsa/html/xvi/202-a/202-a-mrg.htm>
- <https://www.ala.org/sites/default/files/united/content/friends/orgtools/sample-mou-12-9-21.pdf>
- Determine Action Steps:
  - Ask Beth to come to a meeting ASAP. “on-boarding”.
  - Rolling donations per quarter.
  - Create the ideal MOU.

### **General BOT meeting.**

#### **Treasurer Report:**

- General fund: \$10571.99 June Statement
- Donation account \$5210.45 June Statement
- Petty Cash Drawer: \$422.87
- Sept Manifest:
  - Expenses \$2686.19
  - Income \$0.00

#### **Directors Report:**

- Submitted.

### **Staff update**

- Children’s Librarian and Asst Librarian- New hire Andrew Sullivan update
  - Background check, New Hire info to Donna-Update
  - Action: Staff meeting lunch on Wednesday in July 23<sup>rd</sup>.
- Employee conversations.
  - Lauren- End date? – TBD

### **New Business / General Items:**

#### **FY25 Budget**

- Discuss Brittney’s ask for Andy
  - Fill in the hours on the spread sheet. Do this with the budget.
- Bookkeeper conversation? – I think this is on hold due to many open issues.
- Ask the Town about the electric bill. Who pays this?
  - WF check with Town Hall
- Look at starting fresh on the budget.
  - WF to send new line-item budget.
  - Look at total operating budgets for other comparable libraries.

**BOT Bi-laws and other docs.**

- Discuss where these are stored, review cadence, content, etc.
- Bi-laws- WF made a motion to accept the bi-laws as written. Jack seconded the motion. All were in favor.
  - WF- to type of on word Doc- Incomplete.
  - Other Docs- MOU (memo of understanding) for friends. Do this with the town select board. - Incomplete.
- Discuss relationship to other orgs. BOS, Trustees of the Trust Funds, and Friends.

**Friends**

- TBD

**Interior project**

- Children's room update- On hold
- Sitting room update- On hold

**Maintenance:**

- New AC Unit.
  - WF to fill in the board on the options and BOS meeting notes.
  - Install temporary window units. Plan for a comprehensive complete system replacement and write a warrant article. BOS rec.
  - Ask the FOL for the repair money for the AC.
  - Ask the FOL for the replacement money for complete system
  - BOT finds the money for the current system repair.

**Strategic plan – after first meeting**

- What are our goals with the 3-4 yr plan?
  - Need a new website.
- What do we know from the survey?
- Discuss strategic plan and meeting with Friends.

**Community garden.**

- Garden closed and accounted for.
- Church owes money for 2 yrs now.

**Basement / general clean up:**

- Clean up needed.

Meeting Close: 8:12

Next meeting: 8/11/25

Respectfully submitted,  
Jack Parnham