

Minutes for the Paul Memorial Library Meeting held on November 4, 2025

Open meeting: 6:50

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

Accepted meeting notes from last meeting **09/15/25**

General BOT meeting.

Treasurer Report:

- General fund: \$10033.99 Oct Statement
- Donation account \$5210.45 Sept Statement
- Petty Cash Drawer: \$527.64
- Oct Manifest:
 - Expenses: \$4374.08
 - Income: \$7080.00

Directors Report:

- Submitted.

Staff update

- Susan MacClelland Started.
- Write note to clarify the 6mo probation hiring period.

New Business / General Items:

Trustee meeting with NHLTA on 10/25/25

WF notes from meeting Trustee meeting with NHLTA

- Conference is in May

Issues about HB273

- Check NHLTA website
- Look at our policies at next meeting
 - We need to write a policy on this.
- Trustees are members of the NH municipal association

Freedom to read policy

- We have a policy on challenges.

Friends of the Library

- All money from friends comes in as a gift
- Do we have a clear gift policy?
 - Gift policy needed.

Director's benefits

- Follow the town benefits
- Make sure we have PTO limits

FY25 Budget

- Contact Kisha for meeting with the BOS on 11/18
 - Review open budget issues and town benefits. Discuss CIP planning.
 - Brittney and Win to go over staff hours.
- Invite the Trustee of the trusts to our next meeting 12/3 – Discuss incomes.
 - Contact Sue for contact info

BOT Bi-laws and MOUs.

- Draft an MOU for the BOS
- Draft an MOU for the Friends. – on hold

Interior project

- Children's room update- On hold – we have a quote. Would need to be updated.
- Sitting room update- On hold – we have a quote.
 - 30k for all, Design, furniture, treatment.

Maintenance:

- New HVAC Unit.
- Waiting for two quotes. Once we have this we will send them to the BOS and determine the contractor. Once this is done, we will share with the friends for a vote response.
- BOT will add this to the current budget.
- Leaking hot water heater in basement replaced.

Strategic plan –

- 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.- on hold.
- Create a CIP for the library.
- Create a line item budget for the library in detail. – in progress

Community garden.

- WF- to send a letter to all gardeners about fixing the gardens.

Basement / general clean up:

- Clean up needed.

Meeting Close: 9:50

Next meeting: Dec 3rd

Respectfully submitted,
Jack Parnham