

## 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