

Minutes for the Paul Memorial Library Meeting Held on December 3, 2025

Open meeting: 6:35

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

Accepted meeting notes from last meeting **11/04/25**

General BOT meeting.

Treasurer Report:

- General fund: \$6290.77 Nov Statement
- Donation account: \$5210.45 Nov Statement
- Petty Cash Drawer: \$536.55
- Oct Manifest:
 - Expenses: \$3811.29
 - Income: \$465.00

Directors Report:

- Submitted.

Staff update

- Write note to clarify the 6mo probation hiring period. See draft.

New Business / General Items:

FY25 Budget

- BOS meeting 12/4 @ 7pm
 - Create a line item budget for the library in detail. – in progress
 - Review open budget issues and town benefits. – In progress
 - Town has not informed us on the utilities yet.
 - Discuss CIP planning.
 - Brittney and Win to go over staff hours.
- Invite the Trustee of the trusts to our next meeting – Heard back from Steven Yevich. He will contact me next week when he is home.

BOT Bi-laws and MOU's.

- 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:

- Gave quotes to BOS
- BOT will add this to the current budget.

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.

Community garden.

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

Basement / general clean up:

- Clean up needed.

Meeting Close: Close: 7:48

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Next meeting: 1/26/26

Respectfully submitted,
Jack Parnham