

## **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