Minutes for the Paul Memorial Library Meeting Held on April 20, 2026

Open meeting: 6:35

Members attending: Win Fream, Britney Thompson, Jack Parnham, Michael Markey

Accepted meeting notes from last meeting **03/23/26**

General BOT meeting.

Trustees of the Trust:

- Action Steps:
  - Schedule an annual meeting the TOT & BOT.
  - Meet with Steve (TOT) in Sept.

Treasurer Report:

- General fund: $1321.86 March Statement
- Donation account $5210.45 March Statement
- Petty Cash Drawer: $341.45
- Manifest:
  - Expenses: $2852.84
  - Income: $95.36
- WF: Follow up with BOS on invoices for oil and electricity again.
  - WF shared manifest with BOS 3/24
  - Get on BOS meeting again to review full line-item budget plus TOT $
- Accepted $500.00 gift for books from Samuel Southworth. Motion accepted and agreed.

Directors Report:

- Submitted.

Staff update

- Discuss staff review dates.
  - Gave Brittney review. Need signed copy back with any comments.
  - Discussed Staff reviews.
- Get the salaries adjusted. Complete?
- Hire an accountant for fix quicken. – WF to ask Sue.

New Business / General Items:

FY26 Budget

- Brittney and team to go over staff hours. BT to update the google doc.
- Donation account.
  - This can be comingled into the general fund. WF- I think we keep this to use any money given to use for something specific.
  - Move $2500 from Donation to General

FY27 Budget

- Create FULL line-item budget to present them in April
- Meet with the BOS in May.

BOT Bi-laws and MOU's.

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

Friends

- Discuss and plan a meeting date with them.
- Discuss topics.
- Meet on the 5/12/26 with friends.

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.
    - 48k for all, Design, furniture, treatment.

Maintenance:

- Front steps need to be pointed up… again.
- Emergency door stairs need to be updated.
- New back door and key system.
- Emergency alert system.

Strategic plan –

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

Community garden.

- New gardeners. Email sent to current gardeners.

Pancake Breakfast

- At the field on May 24th 8-11th
- WF: Will buy the food. Shopping list complete. Need to talk to the store. Post fliers.

Basement / general clean up:

- Clean up needed.

Next meeting: 5/12/26
Meeting Close: 8:00

Respectfully submitted,
Jack Parnham