Minutes for the Paul Memorial Library Meeting Held on June 8, 2026

Open meeting:6:36

Members attending: Win Fream, Brittney Thompson, Jack Parnham, Mike Mackey

Accepted meeting notes from last meeting **05/12/26.**

General BOT meeting.

Treasurer Report:

- General fund: $9573.43 May Statement
- Donation account $5210.45 May Statement
- Petty Cash Drawer: $409.48
- Manifest:
  - Expenses: $2673.75
  - Income: $831.94
- Pancake Breakfast $550. Put this into general fund.
  - $65.00 to Jack
  - WF to rectify expenses.
  - Thank the Country Store for the donation of the sausages, Berries, and chaffing dishes.
- Donation account.
  - Move $2500 from Donation to General- Completed? No.
  - WF & MM go to the bank to get Mikes name on the donation account. 6/26/26 in the afternoon.
- Quicken fixed.
  - Get the bank statement for April of 2022 for $400.
  - Switch to Quickbook.- BT to look into this.

Directors Report:

- Submitted.
- Board Accepted the two policy updates.
  - Bulletin Board Policy
  - Collection Development Policy

Staff update

- Brittney noted that the library is very busy. The staff is working very hard. WF asked if we had adequate staff and folks were not overwhelmed. Brittney said she was busy but hanging in. Noted this is a busy time of year with summer reading starting this weekend.

New Business / General Items:

FY26 Budget

- 1/2way through year. Discuss the spend for rest of the year.

Maintenance:

- Front steps need to be pointed up. again. Need three quotes. Jack- will get quotes.
- Emergency door stairs need to be updated. Need three quotes. Win to call Munch.
- New back door and key system. Need three quotes. Brittney to look at what we need.

- Emergency alert system. Call chief to discuss.

FY27 Budget

- Presented BOS with full budget plan. Reviewed BOS meeting.
- Plan next steps with BOS.
- BOS agreed that the full budget to be involved in budget.
- Work with Sue on solutions. Have them at next meeting.
    - Get monthly details from the town.
    - How is the process going to work in the future for the accounting.
    - This is all great information of the MOU.

BOT Bi-laws and MOU's.

- Draft an MOU for the BOS
- Draft an MOU for the Friends.

Friends

- Met 5/12/26 with friends.
- Discussed follow up topics.
    - Strategic plan
    - Wish list.
        - Need a new website.
        - Front Room
        - Children's Room.
        - Books ends.
        - Survey-

Strategic plan –

- What are our goals with the 3-4 yr plan?
    - Create a survey. For the fall.
    - Buy survey monkey. Online through Friends newsletter.
    - 12-15 questions + write in general input. Have for the next meeting.
    - Talk to BOS about questions.
- Discuss strategic plan and meeting with Friends.
- Future planning-
- Action Steps:
    - Schedule an annual meeting the TOT & BOT.
    - Meet with Steve (TOT) in Sept.

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.
    - 45k for all, Design, furniture, treatment.

Community garden.

- Beds are full.

Basement / general clean up:

- Clean up needed.

Old Notes:

<u>Trustees of the Trust:</u>

- Review our notes from the meeting with Terry.
- Discuss the Trusts and the incomes managed by the TOT. Discuss the general process' and how to improve the BOT communications and reporting on them to the town.
    - Isabell Paul- Mellon Fund
        - Restricted on the principle. What is the principle?
        - Quarterly payments. ~$4000.
    - Hellen Copaon- Ewing fund. 1969. Steven digging into this.
        - Restricted on the principle. $1738.00
        - $556.00 available
        - $100/yr
    - Battles Fund 1984
        - Restricted on the principle. $10408.00
        - $3316.14 Available
        - $500/yr
    - Broad Head fund
        - Expendable trust fund $14215.00
        - $4554 available
        - Library books.
        - $700/yr
- How to draw down on money? Send an email to TOT.
    - Send a receipt of the invoice.
    - Money takes time to get from the funds.
        -

Next meeting: 7/13/26
Meeting Close: 8:15

Respectfully submitted,
Jack Parnham