Minutes for the Paul Memorial Library Meeting Held on May 12, 2026

Open meeting: 6:33 pm

Members attending: Win Fream, Britney Thompson, Jack Parnham, FOL members.

Accepted meeting notes from last meeting **04/20/26**

General BOT meeting.

Treasurer Report:

- General fund: $12,441.53 April Statement
- Donation account: $5,210.45 April Statement
- Petty Cash Drawer: $411.93
- Manifest:
    - Expenses: $1,452.22
    - Income: $13,394.18
- 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 $
    - Meeting on the 5/19 with BOS

Friends Visit

- Meeting cadence discussed. Maybe twice per year.
- Projects
    - Finishing the front room
    - Kids room
- Strategic Initiatives

Directors Report:

- Submitted.

Staff update

- All reviews done.
- Accountant / book keeper set to provide Quicken help.

New Business / General Items:

FY26 Budget

- Brittney and team to go over staff hours. BT to update the google doc. Complete.
- Donation account.
    - Move $2500 from Donation to General- Complete? Mike to make banking move.

FY27 Budget

- Create FULL line-item budget to present them in April
- Meet with the BOS in May 19th. .

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

Maintenance:

- Front steps need to be pointed up. Jack to contact stone mason.
- Emergency door stairs need to be updated.
- New back door and key system. Brittney to get installation info.
- 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. New survey needed.
- 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.

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

Next meeting: June 8, 2026
Meeting Close: 9:25 pm

Respectfully submitted,
Jack Parnham