Minutes for the Paul Memorial Library Meeting Held on August 17, 2026

Open meeting: 6:35PM

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

Accepted meeting notes from last meeting **07/13/26.**

General BOT meeting.

Treasurer Report:

- General fund: $6817.09 July Statement
- Donation account $5210.45 July Statement
- Petty Cash Drawer: $927.11
- Manifest:
    - Expenses: $1868.35 July Statement
    - Income: $4083.94
- Donation account.
    - Move $2500 from Donation to General- MM will do shortly

Directors report:

- Submitted.
- Discuss the cool space vs cooling center definitions with the BOS.
    - Who is on the emergency management team? WF- did not complete

Staff update

- Any updates?

New Business / General Items:

FY26 Budget

- Mellon fund check ~$4000-ish. Is on the August manifest.

Maintenance:

- Front steps need to be pointed up again. Need three quotes. Jack- will get on quotes.
    - Jack called 4 people.
    - One quote- $2000.00
- Emergency door stairs need to be updated. Need three quotes.
    - Contacted Munch and he will let us know tomorrow.
- New back door and key system. Need three quotes. Brittney to look at what we need.
- Emergency alert system.
    - WF contacted Chief and got a quote from Burns.

FY27 Budget

- Presented BOS with full budget plan. Review BOS meeting.
    - Plan next steps with BOS.
    - BOS agreed that the full budget involved in budget.
    - Work with Sue on solutions. Have them at next meeting.
        - Get monthly details from the town. Britney got them.

        - 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.

Strategic plan –

- What are our goals with the 3-4 yr plan?
    - Create a survey. For the fall.
    - Survey- need questions.
        - Review old questions:
        - Q2. Be more direct on the size of the building with comparable reference.
        - Q3. Be more direct on the size of budget. Share a comparable size library for context.
        - Add in full time director question. Do you support a full time directors position? Note that we are the only library in the area without a FT director.
    - Buy survey monkey.
    - Make postcards to send out.
    - Target the end of August for the survey to go out.
    - 12-15 questions + write in general input.
    - Talk to BOS about questions.
        - WF- send after 8/17/26 meeting to friends and BOS.
- 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.

Friends

- Follow up with friends on the following. Pick meeting date in Aug.
    - ~~Survey~~
    - Wish list.
        - Need a new website.
        - Interior design
            - Front Room furniture and finishing
            - Children's Room tree
            - Books end display
        - Garden beds and fence

Community garden.

- Need new beds for 2027. Current ones are rotted.

Basement / general clean up:

- Clean up needed.

Radon

- Check with other local libraries about radon abatement.

Next meeting: 9/21/26 with Steven TOT
Oct meeting target the 13th
BOS and Friends on Oct 19th.
Meeting Close: 7:44

Respectfully submitted,
Jack Parnham