Minutes for the Paul Memorial Library Meeting Held on July 13,2026

Open meeting: 6:33

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

Accepted meeting notes from last meeting of **06/08/26.**

General BOT meeting.

Treasurer Report:

- General fund: $4601.50 June Statement
- Donation account: $5210.45 June Statement
- Petty Cash Drawer: $976.55
- Manifest:
    - Expenses: $4906.38
    - Income: $6.40
- Pancake Breakfast $550. Put this into general fund.
    - WF to rectify expenses. Got paid $93.78
- Donation account.
    - Move $2500 from Donation to General- MM will do shortly
    - Completed WF & MM went to the bank to get Mikes name on the donation account.
- Quicken fixed.
    - Switch to Quickbook.- BT to looked into this. BT will work with the book keeper and will have this set up sometime in the next few weeks.

Directors report:

- Submitted.
- Discuss the cool space vs cooling center definitions with the BOS.
    - Who is on the emergency management team?

Staff update

- Checked in, all staff is good.

New Business / General Items:

FY26 Budget

- 1/2way through year. Discuss the spend for rest of the year.
- Mellon fund check ~$4000- ish. Will be 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. Win to call Munch.
    - Contacted Munch and he will let us know.
- New back door and key system. Need three quotes. Brittney to look at what we need.
- Emergency alert system. Call chief to discuss.
    - WF contacted Chief and setting up a meeting.

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. – Did not ask them. Need to do this in AUG. Special meeting. Pick a date. Aug 17th
        - 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 for 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. Online and through friend's newsletter.
    - 12-15 questions + write in general input.
    - Talk to BOS about questions.
        - WF- send after 7/13/26 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.

- Beds are full.

Basement / general clean up:

- Clean up needed.

Next meeting: Aug 17th
Meeting Close: 7:40

Respectfully submitted,
Jack Parnham