Minutes for the Paul Memorial Library Meeting Held on September 22, 2026
Open meeting: 6:03PM
Members attending: Win Fream, Brittney Thompson, Jack Parnham, Mike Mackey, FOL members.

Friends- Make special accommodation for FOL @ 6pm start

- Discuss the deficit funding we are seeking for books, Supplies and programing
- Follow up meeting needed with friends.
    - Planning
    - Budget support
    - Survey- update
    - Wish list-
        - Need a new website.
        - Interior design
            - Front Room furniture and finishing
            - Children's Room tree
            - Books end display
        - Garden beds and fence

General BOT meeting.

Accepted meeting notes from last meeting **08/17/26**

Treasurer Report:

- General fund: $13938.00 Aug Statement
- Donation account $27010.45 Aug Statement
- Petty Cash Drawer: $375.95
- Manifest:
    - Expenses: $2486.96
    - Income: $9608.07

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
- Library of things policy –Motion made by WF- Jack seconded. approved by all.

Staff update

- Any updates?

New Business / General Items:

FY26 Budget

- BOS on 29th
- Q: NHLTA- roll of the BOT vs BOS on budget. Who has final say?
- Q: NHLTA-

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
    - Jack called contractor to cancel work until next spring.
- Emergency door stairs need to be updated. Need three quotes.
    - Contacted Munch and waiting on quote.
- 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.
    - Add to budget
- Radon
    - Discuss plan

FY27 Budget

- Sue- how do you do the base line budgets happen in 2027?
- 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. – They did not come.
        - 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 between 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.

- 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: 9/24/26
Meeting Close: 7:56

Respectfully submitted, Jack Parnham