Minutes for the Paul Memorial Library Meeting Held on October 19, 2026

Open meeting: 6:37 PM

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

General BOT meeting.

Accepted meeting notes from last meeting **09/22/26**

Treasurer Report:

- General fund: $11266.91Sept Statement
- Donation account $2710.45Sept Statement
- Petty Cash Drawer: $358.83
- Manifest:
    - Expenses: $2671.39
    - Income: $0.10

Directors report:

- Submitted.

Staff update

- Any updates?

FY26 Budget

- BOS agreed to supporting $8900.00 – Discuss next steps
- Dec Mellon fund dispersal- Need to talk to the TOT. Need to get this to town and taxes will come out.
    - Mike to talk to Steven
    - About all trusts
    - How do we get funds?
    - What do we need to do to show how the funds are spent?
- Discuss FOL contributions
- Look at areas to fund/ cut to meet budget.
- Dept Head Thank you notes/calls:
    - Jeff Finestra
    - Jeff Buxton
    - Sue Mckinnon
    - Lynn Sweet

Trustees of the Trust:

- Review our notes from the meeting with Steven.
- 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

FY27 Budget

- Review a FY27 line-item budget.
- Present 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? – I think yes!
        - How is the process going to work in the future for the accounting.
        - This is all great information of the MOU.
- Q: NHLTA- roll of the BOT vs BOS on budget. Who has final say?
- Submit MOU and FY27 budget.
- Note that the BOT does a fundraiser- and that the library serves all social economic levels and is cooling / warming building.

Maintenance: (budget inputs)

- 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 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
- Driveway paving.
    - Discuss plan

- Add rocks as suggested by Bill Meserve to apron of the driveway and get snow plow edge indicators.
    - Discuss plan
- Add shoveling.
    - Current shoveler quit.

Friends-

- FY26 Thank you note
- FY27 anticipated funds request. -discuss.
- Follow up meeting needed with friends.
    - Planning= MOU
    - Budget support
    - Wish list-
        - Survey- update
        - Need a new website.
        - Interior design
            - Front Room furniture and finishing
            - Children's Room tree
            - Books end display
        - Garden beds and fence

BOT Bi-laws and MOUs.

- 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 Spring.
    - 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 March for the survey to go out.
    - 12-15 questions + write in general input.
    - Talk to BOS about questions.
        - Complete – no responses
- Discuss strategic plan and meeting with Friends.

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.
- Should be a friend project.

Basement / general clean up:

- Clean up needed.

Radon

- Check with other local libraries about radon abatement.

Next meeting: 11/9/26
Meeting Close: 9:25pm

Respectfully submitted,
Jack Parnham