

Minutes for the Paul Memorial Library Meeting Held on May 9, 2023

Members attending: Win Fream, Jack Parnham, Brendan Johnson, Friends of the library

Open meeting: 6:35 pm

Accepted meeting notes from meeting held on April 3, 2023.

Friends of Library update:

Directors position update:

- Review Brittney's role as Interim Assistant Director. - We want to discuss what duties and functions she is doing and get your thoughts
- Scott Campbell project- Scott is going consult with us to support the BOT and the Staff. - thank you Kelly for connecting us!
 - There is a lot to talk about with you all because we asked Scott to help us plan the future on a financial front but I think this is an exciting opportunity to plan the programming and other aspects of the library service too.
- New librarian position.- We will be hiring a third person to help support Britney and Cori.
 - Beth if you are interested still let's talk again. (She is interested)

Project planning:

- We are getting new carpeting. This became a bigger project than originally planned and want to share with you our thoughts here.
- Childrens carpet / pillows
- Painting
- Seating
- Circulation desk.
- Outdoor space
- Field trip to North Hampton Library.
- Other? (Bins for storage in the basement)

Events and calendar:

- Summer reading windup BBQ to be held on August 5, 2023.
- EOS Summer reading ice cream social
- Library newsletter
- Community Garden event.
- Other.

Book and subscription:

- Planning and expenses.

Trustee meeting:

Note for future: Need to make Brittney aware of the meeting dates so we can get manifest.

Treasurer Report:

- General fund: \$16385.02 March Statement
- Donation account \$3136.46 March Statement
- Petty Cash Drawer: \$134.23
- Trustee box and filing receipts.
 - Win owed \$ for pancake breakfast and garden hoses.

Budget update:

- Salary increases for staff-
 - All taken care of.
- Audit update
 - Any news (none)
- Credit card update:
 - Confirm process

Librarian Search:

- Discuss conversations had with Staff
- Plan Staff meeting to review:
 - Rolls and expectations for both Brittney and Cori
 - Discuss the BOT roll
 - Discuss Scott Campbell
 - Hiring another librarian
- Review Scott Campbells proposal
- Discuss and confirm all the next steps.
- Plan staff meetings.

New Business / General Items:

- Bill Meserve- Update on storm water grant.
 - Meeting may 24th.
- Meet with new historical group- share what we have in the basement.
- Pancake breakfast- recap

Events

- Summer reading- support the staff- Plan staff meeting on this.

Maintenance

- Testing protocol
- Carpet quotes.- Quoted- Confirm pattern -pick date
- Movers- Quoted - confirm date
- Painter quotes - get quotes

Landscaping outside-

- Meet with garden club Mark land boundaries with metal rods.

Community garden.

- WF spent money on new hoses after 10yrs.

Basement / general clean up-

- Dehumidifier? Is it working.
- Upstairs needs to be cleaned up and organized. Pick spring cleaning day.
 - Back door area
 - Basement stairs
 - Sitting room
 - Basement

Meeting Close: 9:20 pm

Next meeting: June 12, 2023 @ 6:30

Respectfully submitted,
Jack Parnham