

## Minutes for the Paul Memorial Meeting Held on August 17, 2023

Open meeting: 6:45 pm

Members attending: Win Fream, Jack Parnham, Brendan Johnson, Brittney Thompson and consultant Scott Campbell.

Accepted meeting notes from last meeting: (Accepted Jack's notes from Jack's 8/6/23 email.)

### Treasurer Report:

- General fund: \$7696.87 July Statement
- Donation account \$3136.46 July Statement
- Petty Cash Drawer: \$234.12
- Manifest: \$12,987.66
- Trustee box and filing receipts.
  - Reviewed Mellon deposit slip.
  - Reviewed Pancake breakfast deposit slip
  - Matched Summer reading BBQ check with receipt
  - Matched garden hose check with receipt.

### Budget update:

- Audit update
  - Any news? Complete
- Credit card update:
  - Is it being used? Yes
- Reviewed budget plan with team.
- Oct is 1st pass with BOS

### Staff:

- Welcome to Marie Smyth. Bio in Friends Newsletter.
- Info to town hall for Marie. Complete
- Timesheets- Update for Beth and Marie? Complete
- Need to tell Beth to move to Part Time.
- Plan staff meetings. TBD.

### Floor project

- Discuss timeline and inputs- Pick best dates
  - BOS
  - Friends.
- Plan of attack-
- Movers- tell the movers about the remediation
- Electrician- disconnect the desk
- Team clean up- Friends - Staff.
- Remediation

- Painters
- Plan for interior people to show up for site visit
- Create Pinterest board for interior

#### **Scott Cambell Project.**

- Reviewed email from 5/15 to team on expectations.
- Survey items reviewed.
- Discussed and confirmed all the next steps.

#### **New Business / General Items:**

- Bill Meserve- Update on storm water grant.
  - WF to call BM
- Meet with new historical group- share what we have in the basement.

#### **Events**

- Summer reading- support the staff- Magic show.
- EOS Summer reading ice cream social
- Library newsletter
- Community Garden event.
- Other.

#### **Friends of Library update:**

- Buy Children's carpet.
- Field trip to North Hampton Library with Friends of the Library completed on 8/16/2023.

#### **Project planning:**

- We are getting new carpeting. This became a bigger project than originally planned.
- Painting
- Seating
- Circulation desk.
- Outdoor space
- Other?

#### **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. - Payment made.

**Basement / general clean up-**

- Dehumidifier? Is it working. Yes.
- 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: TBD

Respectfully submitted,  
Jack Parnham