

Minutes for the Paul Memorial Library Meeting Held on September 7, 2023

Open meeting: 6:35 pm

Members attending: Win Fream, Jack Parnham, Brittney Thompson

Accepted meeting notes from last meeting 8/17/23

Treasurer Report:

- General fund: \$7696.87 July/ Aug Statement not in yet
- Donation account \$3136.46 July/ Aug Statement not in yet
- Petty Cash Drawer: \$262.48
- Manifest: \$2251.14

Budget update:

- Action: performance review for Brittney and Cori. Target January for review. 25 hrs for Brittney.
- Oct is 1st pass with BOS
- Need info from Scott.

WF to call Scott to arrange meeting on the 22nd at the library.
Comps.

Staff:

- Welcome to Marie- Bio in Friends Newsletter.- Complete
- Timesheets- Update for Beth and Marie all good
- Need to tell Beth to move to PT. WF to call Beth about subbing. Thank you for helping. Keep in budget.
- Plan staff meetings for Sept 22nd.

Floor project

- Discuss timeline and inputs- Pick best dates
 - BOS 9/12 to review quotes and plan.
 - Friends. - need to have quotes and ask for the money. Nothing but carpet is happening as of right now. The money needs to be confirmed that it is in the bank.
- Movers- tell the movers about the remediation
- Electrician- disconnect the desk
- Team clean up- Friends - Staff.
- Remediation- pick and contact the company.
- Painters- Met with one guy waiting for quote.
- Furniture -Quote and order
- Interior plan timeline- need to update based on quotes and long lead-time items.
- Met with two interior companies
- Create Pinterest board for interior - Complete

Scott Cambell Project.

- Need comp spread sheet from Scott
- Survey next steps

Go live with Survey

Send note to Sue, BOS, Friends.

- Webpage intro
- Webpage thank you
- QR code to Isabel
- News letter
- *Discuss and confirm 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

- Library newsletter
- Book club note..... WF to write note

Friends of Library update:

- Buy Children's carpet.
- Confirm the bank money. WF
- Update on their meetings and the Brook

Project planing:

- Basement work shop office?
- Painting
- Seating
- Circulation desk.
- Outdoor space
- Other?

Maintenance

- Mail box - we want a box
- Book drop move?

Landscaping outside-

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

Community garden.

- Nothing at this time.

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: 7:50

Next meeting : 10/5 @ 6:30 pm

Respectfully submitted,

Jack Parnham