Minutes for the Paul Memorial Library Meeting Held on November 2, 2023

Open meeting: 6:48

Members attending: Win Fream, Jack Parnham, Brendan Johnston

Accepted meeting notes from last meeting: 10/05/23

Treasurer Report:
- General fund: $16,511.21 Sept Statement
- Donation account $3915.46 Sept Statement
- Petty Cash Drawer: $316.33
- Manifest: $2434.72
  Deposit Statement 10/23/23- $5060.00

Directors report:

- Submitted

New Business / General Items:

- No new business.

Budget update:

- BOS meeting- 11/21- 7:30

- Review budget plan with team. _see updated comps from Scott.
    - Need to consider salaries.
    - Discuss benefits.

Staff:

- Talk to Scott about how to build up Brittney as director.

- Plan staff meetings.

Scott Cambell Project.
- Need to pay Scott $862.50 (see invoice)
- Survey- close and update with team- Pick date.
- Discuss and confirm all the next steps.

Scott to look into computer policy & geek squad availability.

Floor project

- Discuss timeline and inputs- Pick best dates- Update again.
    - BOS
    - Friends.
- Plan of attack-
    - Movers- tell the movers about the remediation
    - Electrician- disconnect the desk
    - Team clean up- Friends - Staff.
    - Abatement Quotes- Confirm but need to update the company.
    - Carpet quotes.- Quoted- Confirm pattern -pick date
    - Furniture quotes- No update.
    - Interior designer- Discuss Blake Fream.
    - Movers- Quoted - confirm date
    - Painter quotes - get quotes- Have one.
    - Create Pinterest board for interior -Done

Events

- Boo parade was successful.

Friends of Library update:

- Buy Children's carpet.
- The Brooke- Oct 28th. No input from Friends so far.

Project planning:

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

Maintenance

- Computers. Buy new equipment.

- Look at computers.
- Talk to team at town hall about computer geek squad. Who do they use.
- Computer policy - jump drives
- Buy a mailbox.

Landscaping outside-

- Meet with garden club to mark land boundaries with metal rods.

- Bill Meserve- Update on storm water grant.
  - No update

Community garden.

- Clean up needed.

Basement / general clean up-

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- Meet with new historical group- share what we have in the basement.
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  - No update

Meeting Close: 7:52 pm.
Next meeting : 12/07/23 @ 6:30

Respectfully submitted,
Jack Parnham