

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

Open meeting: 6:35 pm

Members attending: Win Fream, Jack Parnham, Brendan Johnston

Accepted meeting notes from last meeting 11/02/23

Treasurer Report:

- General fund: \$19398.32 Oct Statement
- Donation account \$3915.46 Oct Statement
- Petty Cash Drawer: \$396.16
- Manifest: Later

Budget update:

- Budget given to BOS
- Holiday bonuses voted on and unanimously approved by the Board:
- Brittney Thompson \$500
- Cori Caputo \$500
- Marie Smythe \$200

Staff

- Plan staff meetings.
- Reviews-March

Floor and interior project

- Director's report: later

General:

- Review Quote from Interior Designer. Determine next steps and timeline
- Furniture -Quote and order
- Circulation desk builders.
 - <https://www.imillwoodworking.com/>
 - <https://www.tisewood.com/gallery>
 - <https://www.jerniganwoodworking.com/commercial>
 - <https://www.tlwoodworking.com/>
 - <https://www.pridecraftinc.com/pridecraft/>
- Movers- tell the movers about the remediation and the updated timeline
- Electrician- disconnect the desk
- Team clean up- Friends - Staff.
- Remediation- Called ACM.
- Painters- Need to call other painters.

Scott Cambell Project.

- Update Scott on budget for Fy24
- Survey next steps?

New Business / General Items:

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

Friends of Library update:

- Buy Children's carpet.
- Confirm the bank money. WF

Project planning:

- Outdoor space
- Other?

Maintenance

- Other than project?

Landscaping outside-

- No update?

Community garden.

- Nothing at this time.

Basement / general clean up-

- Upstairs needs to be cleaned up and organized.
 - Circulation desk
 - Back door area
 - Sitting room

Meeting Close: 7:25

Next meeting: February 8 @ 6:30

Respectfully submitted,
Jack Parnham

