

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

Open meeting: 6:35 pm

Members attending: Win Fream, Jack Parnham, Brendan Johnston

Accepted meeting notes from last meeting : 11/15/22

Treasurer Report:

- General fund: \$13,765.77 Dec/ Jan Statement
- Donation account \$3,136.46 Dec/ Jan Statement
- Petty Cash Drawer: \$135.23
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Note: In November, 2023, a vote of the Trustees was unanimously approved by email to award year end appreciation checks in the amount of \$500 to Carl Heidenblad, Brittney Thompson, and Cori Caputo.

Budget update:

- Work with team to go over the Invoices in the box, deposits, made and in general help support Brendan with the process to create a Monthly manifest: \$ 3,730.21 (Combination Jan & Feb)
- Review what we need for the audit and the audit process.
- Discuss where all the information is and lives.
- Discuss / work on quickbooks entry.

Credit card update:

- Lets put this on hold until we get a director.

Directors Report:

- Review what the team has for information.
- Discuss the hiring process -
 - Carls inputs
 - Posting locations
 - Job description- changes
 - Staff communications- have a meeting to set expectations on new several months.
 - Beth Lieberman - part time- Need to have her come in speak with BOT then staff (Interested for part time in a pinch)
 - Kasia Lynch - part time- Need to have her come in speak with BOT then staff (No interest at this time)
 - Libby as Children's Librarian.
 - Discuss and confirm all the next steps. (Will probably take several months to resolve)

Covid-19 Plan Update:

- Phase III. (current Status)
 - Service on normal hours.
 - Continue curbside
 - Open Library.
 - Patron Mask preferred but not required.
 - Cleaning- Weekly with Cathy Divine.

New Business / General Items:

- Bill Meserve- Update on storm water grant. - hold of on this.
- Friends update
- Pancake breakfast- date? Win to check with school on a March 18 date.
- Catalog issue- Carl to support

Events

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

Maintenance

- Jack to obtain carpet quotes.
- Painter quotes.

Landscaping outside-

- Mark land boundaries with metal rods.

Community garden.

- Clean up

Basement / general clean up-

- Needs thinning out- No really.

Meeting Close: 8:25 pm

Next meeting : March 14, 2023

Respectfully submitted,

Jack Parnham