

Minutes for the Paul Memorial Library Meeting Held on October 5, 2023

Open meeting: 7:42 pm

Members attending: Win Fream, Jack Parnham, Brendan Johnson, Britney Thompson

Accepted meeting notes from last meeting: 9/22/23

Treasurer Report:

- General fund: \$18593.79 Aug Statement \$16511.21 Sept Statement
- Donation account \$3915.46 Aug Statement \$3915.46 Sept Statement
- Petty Cash Drawer: \$291.63
- Manifest: \$2782.28

Directors report:

- Submitted

New Business / General Items:

- No new business items.

Budget update:

- Review budget plan with team. _see updated comps from Scott.
- Oct is 1st pass with BOS- Date not set
 - Need to consider salaries.
 - Discuss benefits.

Staff:

- Talk to Scott about how to build up Britney as director
- Plan staff meetings.

Scott Cambell Project.

- Need to pay Scott \$862.50 (see invoice) (Check cut.)
- 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

Friends of Library update:

- Buy Children's carpet.
- The Brook- Oct 28th.

Project planing:

- 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 Mark land boundaries with metal rods.
- **Bill Meserve- Update on storm water grant.**
 - **No update**

Community garden.

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Basement / general clean up-

- Dehumidifier? Is it working.-yes
- Meet with new historical group- share what we have in the basement.

Meeting Close: 7:52

Next meeting : 11/2/23 @ 6:30

Respectfully submitted,
Jack Parnham