Brooks Memorial Library
Finance Committee
AGENDA
18 March, 2019 4:30 PM
Brooks Library Small Meeting Room
Brattleboro, VT 05301

1) Call to Order / 4:30 PM

2) Agenda/Changes or additions

3) Public Comment

4) New Business

A) Grant Applications and Fund Raising - identifying possible opportunities.

Visiting: Kim Ellison, Brattleboro Town Grant Manager

She described the type of work the town does applying for grants and what the library could expect in terms of support - Kim provides a combination of oversight and support - she also tracks grants after we receive them (reports, receipts, timeline, etc.) Departments generally bringing their own grant ideas, but the town can help with the application process. Federal grants tend to have further oversight and longer times of reports - private is often more flexible.

Good places to look:

Vermont Community Foundation - several sub-programs depending on specific goals.

Unfortunately, municipalities don't qualify for historical preservation grants - makes building work for things like municipal center really difficult.

Library Specific projects:

A) Appraisal and inventory of our art collection, preservation and cleaning

Arts Council of Vermont, other associations, possibly contact BMAC and ask about their grant sources. (NEA?)

B) Outside landscaping - side of the hill, seating - this is largely town, but how can library participate.
For something like this, town capital funds could be part of the matching funds or part of the larger project (something done also as "in kind" where town staff do some of the work) - part grant, part endowment, part town capital.

C) Other items: furnishings and website, but less likely for specific grants - Art much more likely.

Starr asks about specific grants for ADA compliance? Furniture could be at least partially funded this way (And through matching grant) - "Cultural Institutions" state grant (possibly also landscaping.)

- related: Adaptive audio so hearing impaired could hear much more easily with a specific microphone link.

5) Old Business

A) Discussion of Endowment Draw at Trustee meeting - April Meeting.

1) Lindsey describes how the YA Sources budget is difficult to spend: $3,000 is more than gets used in any given year. It was useful the year after the teen room was built to expand the collection, but now the room is at capacity. She would like to use the budget for other aspects of the teen room, especially furnishings. The committee thinks this is not a problem.

Question: Do we have any dedicated fund for furniture repair or replacement if something breaks?

Starr: We have $17,000 in the Building Equipment and Maintenance, but this goes for office material, repairs, general maintenance, pluming, but money left over goes towards furniture (which is usually not much).

The committee discussed if we as the board want a line for general furnishings for the future.

Can we simply designate the money for furnishings out of Board Approved Projects? Do we want a new furnishings line in the endowment budget?

One option would be a re-balancing with the town like we did for salaries. (keep $3,000 in YA and move the town budget line over to Building Equipment) Jenny Rowe notes that it may not matter as much as salaries did, since we routinely buy materials and supplies for the building, and town meeting probably like buying at least some books.

Another possible option is simply taking board approved projects money and voting for a direct transfer into the projects funds that are accessible to the
Buildings and Grounds committee - this is probably the quickest response for the moment.

**Budget decisions:** $1,000 is plenty for the YA Sources, this frees up $2,000 for other uses. Moving it to Juvenile Programs - BR06 makes the most sense, it maintains the control in the youth area.

2) Two other budget proposals: $8,000 of the Merck stock we will propose putting into the Non-Print budget in order to refresh our DVD holdings and help finance Kanopy. We will also propose placing the final $6,000 Read money into the Buildings and Grounds funds for furnishings.

6) Adjourn

**Next Meeting:** TBA