1) Call to Order / 4:30 PM

2) Agenda/Changes or additions

3) Public Comment

4) New Business

   A) Preparations for the 2018 Annual Appeal

       In 2017 we sent 465 request (17 e-mail, the remaining letters)

       Raised $11,049.12 net (minus the small fees)

       Adam - will check the specific number spent on Howard printing costs
       and add to the minutes...The quantities are: $992 for the general mailings and
       $225 for thank you notes. The thank you notes will last longer than one year, so
       the base cost is around $1000 - pretty good return rate.

       Discussion of decisions for this coming year -

       - Pizza signing party: decision to not write appeal notes because we can't use
         the bulk mail if we have hand-written notes.

       - Thank you notes? Check the cost of the thank you notes as well in the above
         amount.

       - Thank you cards remaining? Will we need to print more? Joyce will check
         how many we have and whether or not we will need to order more.

       - The letter itself will only go to the finance committee, Joyce will be in charge
         of writing it. Trustees will pay for the initial mailing, contact with Howard.
- The committee discussed the possibility of a donors’ party - We generally think it's a good idea and Joyce will ask the Friends for their opinion.

Idea:

No need for a particular lecture or event, but just fun and snacks. (buttons - friends of Brooks Memorial Library?) Location could be in the meeting room.

The desert party also included a raffle, people will think about if there is a particular activity that we could include that would be fun. Sneak preview of first Wednesdays? Specific discussion topic? Books available for checkout? Door prizes (something related to the first Wednesdays?) Tickets to Samira Evans? (The committee likes the tickets to Samirah as a possible door prize)

We also discussed the possibility of giving out information on bequests and planned giving. Is this a good time to send along with the annual appeal? Because of the general direction of the bequests towards the endowment and the annual appeal being focused on the Friends, it seemed like a better idea to keep them separate. The planned giving is something the trustees can do separately.

Last question: Do we want to approach anyone in particular or businesses? The friends are specifically already asking for corporate donations for the First Wednesdays, but it’s not clear that we need it at this point in time. The Friends are comfortable with our current level of fundraising so we’ll leave it as it stands for the moment.

B) Vote on Budgets from the secondary accounts (Loud, Legacy, Calista, and Schorling)

Calista: $800.00 (fixed)

Schorling: $8228.28 Available - what quantity should we leave? (There has been some loss since then).

Proposal to Leave 21K in the Calista fund for a buffer and take $7228.00 out of Schorling and consider the fund dissolved.

Divided this way: Adult Books: $4000.00; Childrens Books: $2,000.00; Reference: $1228.00.

Legacy: $1763.88 (rounded to $1764.00 - this is a standard 4% like the main endowment)
Brown (%2.7): $47.63
Frothingham (%70): $1234.80
Gerard (%7.3): $128.77
Wyatt (%20): $352.80

Loud: $946.30 (rounded to $946.00 - also 4% of the current fund)

We will propose these amounts at the next trustee meeting.

5) Old Business

Review of Quickbooks Reports (With new reports!)

Generally the committee liked the new reports - they capture very closely the amounts, but will not line up exactly until the quarterly additions of small gifts and interest payments.

Review of By-laws - note about impact investing

Put off for next meeting.

6) Adjourn

NEXT MEETING DATE: TBA