Asset Development Committee Meeting
September 16, 2015, 8:00 AM

Trustees: Adam Franklin-Lyons, Robert Stack, Jerry Goldberg
Member-Staff: Jerry Carbone
President of the Friends: Mary Ide

1. Call to Order / 8:00 AM

2. Agenda/Changes or additions

3. Public Comment

4. Minutes of 9/1/2015 - approved

5) Continuing business
   Annual Appeal letter - small change to the wording, but no major revisions:
   a) Move “constant contact” down to the databases
   b) Add “thanks to the generosity of donors like you, the Friends of the Brooks Library helped the library acquire:”
      Don’t include the “library director search…” that might be over by the time people read the letter!

   **Total contents of packet:**
   Return Envelope (With notes from previous meeting)
   Card with images from the art collection and “here’s to another good year.”
      include the “restored hours!” on the back with specific hours.
   Letter with small changes as approved by Pam

   **To Do:** Adam and Pam will take all material to Howard Printing and get final drafts for the October board meeting to have ready for the whole board to proof.

   **Public Lecture:**
   No update - Miguel Figueroa sent some names, but nobody jumped out.
   We are basically out of options at this point - Matt Dunne was floated, but now that he’s running for governor, this no longer makes a lot of sense.
   The committee talked about combining with Jerry C.’s going away party but rejected because the timing for both is wrong - the lecture and any event for the appeal will need to happen by November, but Jerry’s going away (if the trustees want to do something with that) shouldn’t really be till December.

   **New Open House idea:**
   have a general open time with cider/donuts/cheese/etc. and have the architect blueprints
and some short presentation from the trustees about where the library is going and what we’re planning on doing. We could include a public tour or demonstration of the spaces and ideas. No full speaker, but rather 10 minutes of trustee/director presentations and have Chip there to answer questions about the architects (though not a full question and answer from the floor.)

Mary will ask about the Friends paying for the invitation postcard for last year’s donors. There was some further discussion about who will pay for the annual appeal mailing. The committee decided it should be the trustees who will cover the primary cost of the mailing for the annual appeal. In large part this was because we didn’t want to explain that half the money we raise just goes to raising more money. This also makes the appeal an initiative of the trustees, even though the money raised goes to the friends.

Final Annual Appeal material - Jerry C. looked into Little Green Light and it will only cost $40 for the first year …We’ll try it. Adam will start entering names and getting materials from last years’ appeal prepped for this year.

6) Preliminary Town Budget

Jerry presents a preliminary operational budget for next year.

Income:
Income from non-resident fees and late fines is down 7,000 from previous years (40k down to 33k).
He as added another line item - copier scanner 6700$ revenue from having a copier/ scanner that people can use for multiple purposes. All scanning and printing would generate revenue, although we don’t know how much these will actually be until the copier is in the building and functioning.
The 6,000$ trustee donation is unchanged from last year.

Expenses:
Jerry’s salary may very well change with the new director, but we won’t know how that will work until we actually have a contract - the salary range will be comparable, but matters a lot what the new director’s previous salary was, as well.
There was a bit of savings from recombination of positions for the tech positions and the finance positions.
There might be a payout for another retirement, although there is nothing firm yet.
Office supplies goes from 500$ to 4500$ to cover the lease of the prinser (although this is lower than the predicted revenue from that same printer.)
There is a jump in fuel costs by almost 5000$ (although this is surprising that the prices would actually go up given that oil costs and other fuels have been dropping all year) - Electric also will probably go up around 80$ per month for having the library open on Saturday afternoon.
Postage expense will go from $9600 to $11000 to cover the Catamount mailings, although there may be a courier service starting up that goes from library to library and might
end up costing significantly less (3000$ a year, probably) and then we wouldn’t have to actually ship any books, but this is not definite yet.

The $617714 final number is actually a scant 1% lower than last year, although if the staff salaries go up slightly (1 or 2 percent) this will still give us a virtually level funded budget so the package should be acceptable to the town ($621243).

Capital Projects:
150,000$ for HVAC in 2016-2017
Removal of an underground tank - uncertain cost.
Boiler replacement also - this might be combined with the HVAC work so that all ducting is impacted at the same time. This should cost around 16,000$ and is also in the town capital plan.

Jerry C. also included our own capital projects in his budget, but noted that they are paid for out of the endowment and the library’s own funding rather than costing the town.
Phase 1 - $120,000 as approved by the board in September - capital project for the renovations of the internal space -

Phase 2 - according to Chip and Joe Fortier - 15K also in the same fiscal year

This means that we will have all of this included from July 1, 2016 to June 30, 2017 - all work with HVAC will be scheduled for the same time - ceiling work and subsequent work can all be included in one larger project that will hopefully reduce quantity and time of disruption in the building. This may use some of the endowment draw for 2016-17.

7) Meeting Adjourned

Next Meeting Oct. 8 at 8:00AM