

# **Brooks Memorial Library Finance Committee**

Tues, Sept 22, 2020 5:00 PM

Brooks Memorial Library, Main Lobby

Attending: Jenny Rowe, Leo Schiff, Sirkka Kauffman, Starr Latronica. Absent: John Woodward

## **MINUTES**

The meeting was called to Order at 5:05 PM.

The minutes of the previous meeting were approved after a motion by Leo and a second by Sirkka.

- Progress on fall annual appeal with the Friends of the Library: the appeal letter has been approved by the Friends board, with the addition of a bookmark to be designed by Courtney. Giving Tuesday is December 1 and the Library's website and Facebook page will be able to highlight the opportunity to give online. The next newsletter, also, can include the annual appeal.
- New policy governing interest earned on Board Projects subaccounts: the committee discussed accounting for the gains and losses of each subaccount separately. Leo observed that adding a policy that this be done will mean another task for the treasurer each month. Jenny will draft a proposed policy amendment.
- Improvements to presentation of financial reports: no progress yet.
- Grant applications: the library's priorities for spending are very different than when the finance committee first selected likely grant possibilities, pre-Covid. The committee agreed to pause on grant-seeking while it becomes more clear what will be needed in the near term and in the future.
- Next meeting: Jenny proposed shifting the regular meeting to the week before the board meeting. The next meeting is tentatively set for Election Day, Tuesday Nov. 3, at 5:00 at the library.

Meeting adjourned at 5:30.