

**Brooks Memorial Library
Asset Development Committee
Minutes
March 28, 2016 8:00-9:30 AM
Library Meeting Room**

Attending: Starr LaTronica (Library Director), Adam Franklin-Lyons (Trustee Treasurer), Pam Becker (Trustee President), Robert Stack (Trustee), Jerry Goldberg (citizen member), Mary Ide (Friends of the Library President), Lisa Fricke and Kate Wylie (members of Friends of the Library), Steve Horton (Project Manager)

1) Call to Order / 8:10 AM

2) Agenda/Changes or additions -

- Approval of minutes of Feb 29 - Moved and Second (Pam and Adam)

3) Public Comment - none

4) Old Business

- Report on investment strategies meeting

Meeting will be organized sometime late April - AD committee meeting will be the rubric - invite all trustees

Adam will organize this meeting via e-mail.

- Annual Appeal update - Friends MOU review

Mary Ide - The friends have three main concerns with the ongoing annual appeal:

1) Changes and confusion in the community and understanding of the annual appeal - what does the money go towards?

2) A general reduction in membership over the two years of the annual appeal.

3) They still have not spent money from the annual appeal.

We also discussed the general legal control of the money - the trustees are comfortable that the money is under the control of the friends and can be used by them according to their mission.

However, this focuses on the first concern: it is confusing that the “gifts to the library” are given to the friends rather than to the library itself.

Adam asked: Why do the friends choose to use two checking accounts? If there is no difference in the use of the funds between the Friends assets and the annual appeal, why divide them?

Mary explains that they want to be able to explain to the public clearly what the money will be used for and the value of the annual appeal itself. It reduces confusion.

Kate Wylie suggested change to an opt-out instead of opt-in system for the membership and annual appeal.

Adam asked if we could go one step further and have everyone automatically be a member but have the opt-out box be for mailings and e-mail. This might help clarify both the mission and how we ask for money - this is a general request for friends fundraising rather than a specifically planned set of funds.

Mary notes that how do we spend the money should be clearer - people feel like the money just disappears into a void - a sticker as a donation to the friends (donated by the friends of the library!)

Lisa Fricke and Kate Wylie - both state they would like something like the sticker.

Robert Stack asked if the sticker confuses the Annual appeal versus friends - does a "Friends" say that some things are from the friends, but where is the annual appeal?

Jerry G. noted that this could be renamed the "Annual Appeal of the Friends of the Library," and that as a group they could have more ownership over the entire appeal.

Mary and Adam both note that it was largely because of the amount of necessary work that both trustees and friends worked on the original appeal, but Mary also adds that the appeal idea originated with the trustees, not with the friends. There is still a question of who pays for the mailing and how we organize the meetings at the end of the year.

Next Steps: Mary Ide will bring our discussion and ideas back to the Friends and we will continue this conversation after they have considered the new ideas of our discussion. Mary will also look into how well Little Green Light would work for continuing friends projects beyond the annual appeal. Adam and Starr will try to sort out what the actual continuing cost of using Little Green Light would be

- Discussion on use of endowment draw for 2016-2017

Starr LaTronica's proposal for staff development

Short version - policy is not yet set, but Starr will try to bring it to the board meeting. People have started signing up for things, so hopefully this will move forward. Starr believes that 5000\$ is perfectly reasonable starting July 1 and moving forward.

How will we designate funds prior to July 1 fiscal year? - The trustees agree to look at special project money or specific funds from last year's endowment draw rather than drawing out of other funds. This will probably not be a lot of money in any case.

5) New Business

- Discussion of Capital Funds and Building Plans: proposal for Project Management from Steve Horton

Main Question (from Robert and Adam): how much distance between him and the people with the nails? This is wrapped up in his description of what is a "contractor?" -

Steve Horton Explains: a manager would be someone from a firm who then deals with all sub-contractors - this can depend on the bids and also what each firm brings in. Hence, "Contractor" means both potentially sub-contractors and a construction firm that deals with all subcontractors and brings in some level of labor on their own. Can he hire sub-contractors, yes, but is this necessarily the best way to do it, it depends on the project itself and conversations with us. A major component of his job is setting up the project to not find overlaps or poorly ordered work that both increase cost and take more time. He would be in this roll starting prior to the work and then continuing till after the project is completely done.

Jerry - what is your role with the architect?

Steve - Architects have a design/artistic element and the project manager makes sure that communication happens to get the "owner's" goals are realized as well as getting out a result that can actually be acted on - the building plan. This all happens prior to bidding - "once you get to bidding it's too late." He also has experience with alternative funding to keep the project going - lots of non-profit experience. Community development block grants, etc. Steve has experience finding and working with several of these sources for projects.

Pam - after confirming a contract, what does the timeline look like?

Steve - Next steps is bringing the schematics to a 60% level (meaning workable plan and schematics) and then create construction documents - specific work plans room by room (this is considered 100%. Most projects are governed by an end date.

Trustees explain that we don't have a specific end date or solid plan because we weren't planning on doing this. We want this done right and prefer to end sooner rather than later, but do not have a fixed timeline.

Robert - we're in the middle of something that we're not really prepared to handle and don't entirely know what we even want, so why should we hire you to hire someone else? Jerry's answer is the best - because that's how it's done.

Steve - part of this is that monthly committee meetings are not a possible way to run the project - you need someone to constantly make decisions and weekly meetings and oversight, so hiring someone to do that covers all those bases - it's someone to make decisions on your

behalf. Someone to fulfill the capacity of decision maker and oversight and manager.
(general agreement!)

Steve - Method of payment: we get billed hour by hour depending on how much work Steve does per month. These are billed over the life of the project and the final payments come when the final work is done.

Robert - What about the state clause of hiring within county or within Vermont? -

Steve says he has worked extensively in southern Vermont and can make efforts to hire people within Windham county rather than having all NH people or contractors for the actual work.

Next Steps and Timeline: We will need from Chip - 2 months to complete the full design - Steve notes that the next best opportunity would be October or November, but the cheapest rates might be in January. The trustees and Starr agree that there are probably some parts that can wait till January. We have immediate update needs, large general construction, but also no specific timeline needs, so figuring out at which stage each moves would be a big part of Steve's contract. We can start small projects with very little time from Steve with small contractors to do the immediate projects. These might include lights in the childrens' room or painting or similar. The AD committee will discuss the contract with the full board at the next meeting. After that, the B&G committee will work to finalize the architectural plans and move forward on smaller projects that we are ready to start now.

- Funds and updates - small project work

20,000\$ is now in the checking account (money market account #4868) this should be accounted as a new line on the endowment accounts that can be spent specifically on these funds.

Will we be coordinating the overall look of the library? matching chairs, etc.

Buildings and grounds should proceed with these questions and bring specific plans directly to the board.

- Possible use of funds for strategic planning process

The strategic planning process requires a number of small purchases including snacks, paper, markers, and publicity materials.

The committee felt that there should be enough funds remaining in parts of the endowment draw to cover these expenses. Adam and Starr will look at the funds and report at the next meeting.

6) Adjourn

NEXT MEETING DATE: TBD