

1) Call to Order / 4:00 PM

2) Agenda/Changes or additions

3) Public Comment

4) Old Business

- Work on the annual appeal letter and plans for October.

- Current goal for mailing: End of October
- One of the key concerns of the friends right now is the consolidation of databases.
- Writing the letter: in previous years we've gone through a number of iterations - hopefully this year we can get this done quicker. Pam and Marcel will meet together and should have a draft ready by late September. Pam and Joyce can certainly write a good letter and the committee can offer suggestions but doesn't have to revise substantially. Along these lines, we as the committee could consider giving specific letters to the two or three larger donors. However, the general letter should still be written first and the lists to send it to prepared.
- Discussion of using the appeal to sponsor furniture: this would be a lot to track and the friends are probably not willing to commit to that level of work. Friends are probably not able to run a major fund-raising campaign this year, and we don't want to do a double campaign.
- Who do we send it to?: Last year we sent it to anyone who has donated, plus the new card-holders. It would make sense to mail it to everyone, but it tends to be cost-prohibitive. The same as last year seems most likely.
- **Next Steps and Future Meetings:**

Joyce and Pam will meet to draft the letter.

Full Finance Committee will meet to finalize

Adam will begin compiling mailing lists

Adam, Joyce and Bob Oeser will work on unifying the databases

Committee will announce a special Trustees Meeting to write personal notes (with Pizza!)

- Update on the renovation project

- Going fine - financial questions?
- Adam e-mailed Laurie to transfer \$100,000.00 to our account to be ready to pay for the bills as they come in. She will send the forms to the library.
- Weekly meetings are starting with the construction committee (Starr, Jenny R., Jane) - it's getting really into the thick of it.
- In general, the project is financially on track.

- Update on the CD

- Cost will be around 301\$ to withdraw the money early. Half the money withdrawn will be about half the cost. Each month it stays in we still accrue the interest. The current plan is to wait and see when we need the cash as the withdrawal should be a quick process. We can decide this month by month.

- Consolidation of small gift funds

- Background: the town really wants there to be fewer funds. They have offered to pay all of our endowment bills and have us reimburse them, which will make library record keeping much easier (and also provide a longer paper trail to the select board about where that money is going.) Their record keeping will be much easier if there are several fewer funds on the list than there

are now. Starr talked with Jerry Carbone and has decided on several consolidation measures.

- Some of them cannot be consolidated largely based on legacy funds (Loud, Frothingham, Wyatt, and other capitalized funds) Many funds can be incorporated into the “small gifts fund.”
- The reductions also can’t get rid of some of the particular funds that replenish or have restrictions (children’s room, Schorling, Helen Durant). The larger one-time gifts of this sort the library will simply try to spend out (Helen Durant and Wojtowitz in particular), writing our own checks, while letting the rest of the funds to be reimbursements to the town.
- This does bring up the question of how we remember people who have given which the committee would like to work on - we need at least a way to keep a list of donors that is respectful and does not simply disappear when their fund is exhausted.

Starr will change these funds over in the records - no other action needed.

5) Adjourn