

**Brooks Memorial Library**  
**Asset Development Committee**  
**AGENDA**  
**October 11, 2016 3:30-4:30 PM**  
**Local History Room - Brooks Library**  
**224 Main St.**

- 1) Call to Order / 3:30 PM
- 2) Agenda/Changes or additions
- 3) Public Comment
- 4) Old Business
  - Review Draft Annual Appeal Letter

Some comments on the annual letter - the main comments are grammatical or small stylistic. Notes taken by Pam on specifics.

The letter will get a color graphic on the back that Jeanne will send to Adam to deliver with the other material to Howard Printing. The graphic will get switched

Return Envelope changes: Drop the last line “checks payable” Also: “I will access my Friends information online - save the paper for another book” instead for the last line. Finally, the “other” category doesn’t need an actual label.

**Next Steps:** Adam will contact Howard about printing letters and lists of names. At the Trustee meeting we will ask for the money to cover printing and begin compiling lists of names for personal notes. Adam will compile the complete list for printing; Starr will add a new patrons list. We need to ask the trustees for a day to write the notes. Recommended mailing date: Nov. 1, meeting date for letters: Oct. 25.

- Discuss Database Consolidation for Annual Appeal

No particular comments - this is really just a job for Adam and Bob Oeser to figure out on their own.

- Update on the renovation project

There are a number of projects (rugs, flooring changes in bathrooms, sink for the services room) that are adding to the costs and we're getting to a place where we're starting to say no to some things.

Windows: with the holes in the windows, Starr talked to the town and we will at least get an estimate to replace a large portion of the building's windows with insulated glass, something that is planned for three years from now, but now is a possibility because of the need to repair the glass as it stands.

There should also be grants for this sort of thing - Steve might look for money to help with the windows and energy savings since it is a possibility to do now.

**Coming soon:** Master Budget for the full project that will tell us exactly where we're at. This will all be discussed further at the trustee meeting.

5) Adjourn

**Next Meeting TBA**