

**Brooks Memorial Library**  
**Asset Development Committee**  
**MINUTES**  
**November 22, 2016 4:30-5:30 PM**  
**Local History Room - Brooks Library**  
**224 Main St.**

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

*- Review of the Annual Appeal*

Over \$3280.00 so far! This is a pretty good start.

2 donations of 500\$ with special letters - Anyone over 250\$ needs a special letter as per IRS notes.

Friends needs a good data entry person - both to keep the database of friends and to do webpage updates. Continuity is really important for this! Paying someone leads to the question of who/how and whether they are a contractor or not.

Possible payment to someone in house - how much would this cost? Friends are in process of consolidating and updating budget at the moment.

**Next Steps:** Starr will ask Klara about possibility and amount of time. Joyce will bring the idea to the Friends board to see what they think.

*- Update on the renovation project*

Major repairs needed for the heating system (which was out for a day.) There also needs to be continuing repairs on the system. This brings us to the HVAC system: It is in next year's budget! However, it is currently proposed as a pellet system - there is some doubt about

the pellets efficiency and then there are questions about the air handler - are we going to share with the municipal center? This is up to select board to decide and there are many factors including asbestos insulation in the heating room and other concerns.

There's also a possibility of a new telephone system, but Marty and Patrick want to sit on it till the end of the year - June, 2017. So in the end, most of this depends on the town and what they decide.

For our particular renovations, we are continuing pretty well on budget. We are still hoping that we will be within budget to do the main floor carpet and a new vestibule. It currently looks possible and will be right at the edge, but possible. We may just ask for the money for the rug and doors from the board and approve an amount that we might use, but make sure we are agreed that we should do it.

**Next Steps:** Propose to the board to just pay for the phone - Starr will see if there is money in the town budget to pay for it and we'll see if it's possible from the board end.

## 5) New Business

### *- Discussion about public acknowledgement of donors*

The committee would like some sort of "donors' plaque" - a general thank you to all donors and particularly to thank those bequests that would otherwise disappear (like Calista or Shorling).

Include a website list of people who have donated - friends doing certain works, updating message of what funds we derive from other places. Did you know that people give hundreds of dollars every year!

These two issues are separate, and there's the third issue of bequests. The list of names like Wojotowitz and Schorling and other large bequests. "Special thanks to those that who have remembered Brooks library in their will, starting with George Brooks himself." Mention Reed and the renovation in some way?

**Next Steps:** We can ask Jennifer to prepare a text to write for what to place on it - we will also bring this idea generally to the board.

*- Unallocated funds decisions*

What do we want to do with the final \$156,000 unallocated funds? Some should be placed in the permanent endowment, and reserving a certain amount for specific events, parties, special projects (like the Wojotowitz). The question is what amounts do we want to keep, what amount allocate?

We should allocate some quantity, and propose that to the board, but we also want to retain a large-ish quantity to continue paying for specific projects.

Robert also suggests making sub-allocations of the remaining funds, like \$20,000 should go towards special projects in the children's room, \$20,000 allocated for computer improvements.

6) Adjourn

**Next Meeting TBA**