

Brooks Memorial Library  
Finance Committee Meeting  
Tuesday, May 12, 2020, 4:45 p.m.  
Online conference

Present online: John Woodward, Sirkka Kaufman, Jenny Rowe, Adam Franklin-Lyons, Leo Schiff, Starr LaTronica (library director)

Meeting called to order at 4:48.

Grant possibilities: Starr reported that the Crosby Foundation and its board member Jerry Carbone are interested in improving technology access and plan to purchase mobile hotspots. The library could qualify for up to 11 and the Foundation will pay for one year's service fee. Starr will have information soon on other local grants.

The committee discussed the draft budget for the 2020-21 endowment draw. 4% of the endowment at the end of the calendar year was \$87,160 – an increase over 2019-20's 4% draw of \$79,280. Starr has talked with staff and presented proposed spending amounts for the budget lines we used last year. The amounts that will roll over from the previous year are still being calculated.

The rollover amount is significant (approx. \$67,000 last year) and the committee discussed whether it was appropriate to keep drawing the full 4% each year when not all of it has been spent. The reason the rollover amounts tend to occur is that the amount the library receives from the town budget cannot be rolled over at all – if it is not spent, it is lost. The endowment draw, on the other hand, can be conserved until the town money is spent and then used to fund purchases at the end of the year. Certain budget lines tend to accumulate for a few years and then be spent.

The Board Approved Projects line is one that tends to be expended unevenly, and is quite large at \$10,000. After discussion, the committee felt that maintaining Board Approved Projects as a reserve fund is a good idea given the uncertainty of future demands on the library. Events that would have been funded by Board Approved Projects now will not happen, but new needs are likely to arise.

Another “projects” line for the budget, in addition to Board Approved Projects, might also be useful for sudden, unanticipated needs. The committee discussed this briefly but had no definite opinion. Adam pointed out that a budget amendment partway through the year is always possible: the board creates this budget and the board can always vote to change it.

Meeting adjourned at 5:35.