

Library Trustee Special Meeting  
April 22, 2015

1. Call to Order: Ann Hoey called the meeting to order at 6:35 pm. Also present were David Withers, Tom Ives, Chris Carey, and Paris Awalt.

The purpose of the meeting is to outline the procedure for asking the Library Foundation for money. Any requests for monies over \$5000 the Trustees would have to advertise as a public meeting. We can decide whether to keep all monies separate –or make the division clear within separate bank accounts.

Discussion of the advantage of simply having a line item. Discussion of requesting the total cost of phase 1 and requesting the money upfront. Discussion of drafting a memorandum of understanding to define the relationship with the Foundation. Discussion of requesting town monies allocated by the warrant articles and the private fundraising.

Decision made to work on a memorandum of understanding and then ask the foundation for one large sum.

Tom made a motion to authorize a subcommittee to draft and submit a MOU to the Foundation, as well a template for the request for monies letter, Paris seconded the motion, all trustees were in favor, the motion passed. The sub-committee to draft and submit a MOU will be Chris and Ann. Anticipation of a final phase 1 renovation bill prior to mid-May.

The plan is to request \$150,000 from the Trustees of the Trust Fund, then the remaining balance the Trustees will request from the foundation.

2. Cleaning post phase one renovation

The library was sent estimates from two companies. Anticipation of finding a cheaper estimate. Tom suggested an alternative cleaning company who could do it for \$300, instead of approximately \$500. Ann moved that the Trustees ask Tom's preferred cleaning company for \$300, Chris seconded, all trustees were in favor, the motion passed.

3. Discussion of fundraising tasks

4. Meeting adjourn

Ann moved to adjourn the meeting, David seconded, all Trustees were in favor. The meeting adjourned 7:25 pm.