

Friends of Brooks Memorial Library Board
Minutes of 10/21/20

Present: Joyce Marcel, Betsy Wagenknecht, Connie Kimball, John Komar, Cindy Hutcheson, Sue Dyer
Excused: Kate Wylie
Staff: Starr, Jeanne and Courtney
On leave: Karen Duggan

Joyce called the meeting to order at 4:45 p.m.

Discussion of possible book sale resulted in exploration of use of space in the municipal center, need for more volunteers to help set up and work at sale to be held on a Saturday and perhaps Sunday as well in early December. A volunteer survey resulted in 13 responses. Courtney will contact Bob Stack as possible helper as well. Courtney and Betsy will meet on Friday to plan further. Starr will learn more information next Tuesday regarding space use.

Minutes of the September meeting were reviewed. Betsy moved they be accepted as printed, seconded by John and so voted.

The monthly budget was reviewed with a beginning balance of \$43,962.65, donations to the annual appeal of \$770.58, \$100 corporate donation and \$21.62 interest with a month-end balance of \$44,844.85. John moved this be filed for audit, seconded by Betsy and so voted.

Joyce presented an overview of the preparation for the annual appeal and complications regarding weeding out duplicate names as lists were combined. Lists from 2018, 2019 and 2020 were combined for a total of 520 which have been sent out. To date 32 returned envelopes have been received and are ready for process. Joyce will write thank-you notes for gifts over \$100. Connie will send thank-you cards to donors who gave less than \$100.

John will work on the data base and team up with Bob Oeser. Joyce and John will discuss planning on this. It was agreed that Courtney will add Friends logo to the Constant Contact (her work on this was noted with appreciation).

John reported on conversation he had held with Chris of VT Council on the Humanities. Joyce and Starr will follow up as well.

Newsletter distribution results in 3,000 contacts. Library reports 6300 registered uses in last 3 years. Determined not to send exclusively by digital as some folks prefer the mail. Discussed writing letter to *Reformer* and *Commons* re the wide range of opportunities the library offers, why one should join, etc. John further discussed his efforts re several potential corporate donors and status of same.

Launch pads: approved moving forward on project, seconded by Sue and so moved. Previously had agreed to fund \$1,000 for Jeanne for community archives project and to send bills to Connie for payment. Starr discussed the plan for gradual public access and close coordination with Town Manager on this. The Friends board praised the staff for their extensive and creative ways to keep library services as available as possible during the pandemic. Cindy introduced the idea of a scarecrow project as a fun fundraiser. She offered to help develop this idea for next year and others shared their enthusiasm.

Joyce reminded us of the need to seek new Friends board members. Carol Barber's name was suggested, and Connie will follow up with her re interest.

Meeting was adjourned at 5:59 p.m.

Respectfully submitted,
Susan Dyer, Secretary