

**Board of Selectmen, Library Trustees, Library Facility Needs Assessment Committee (LFNAC) and
Friends of the Library
September 7, 2010 Meeting Minutes**

Select Board members present: Chairman Elaine Puleo, Al Springer, and J. April Stein

Library Trustees members present: Chairwoman Karen Traub and members Jennifer Davies, Michele Regan-Ladd, and Michele .

Library Facility Needs Assessment Committee members present: Chairwoman Lori Tuominen (who is also a member of the Finance Committee) and members Michele Regan-Ladd and Weezie Houle (also a member of the Finance Committee.)

Friends of the Library members present: Co-President Paul Jacobs and members Jane Urban and John Valentine. (Most every other committee member present is also a member of the Friends of the Library.)

Also present: Town Administrator Rebecca Torres, Library Director Mary Anne Antonellis, Town Buildings Committee Chairman Dale Houle, and Administrative Secretary Leslie Bracebridge, recording.

Meeting opened at 6:30 PM

The purpose of the meeting is to create a committee responsible for fund-raising, to offset the town's portion (\$1,228,305) of the costs of the proposed new Library Building.

- A rough draft “charge” for a fund-raising committee was distributed for feedback. (Attached) Questions and comments included:
- The Town Treasurer and Town Accountant could oversee the funds raised.
- The Committee could take pledges instead of actual dollars.
- Dollars go into a fund and could be refunded in the event that the project did not go forward.
- Question: Can people change their minds with pledges?
 - A pledge is a nice way to give \$10/month rather than \$120/year.
 - A pledge can be used to get people excited and push them to do well.
 - A pledge is a kind of legal document; even a check can go sour.
 - Pledge reminders in the mail generally work out pretty well.
- Jane voiced what many people reiterated throughout the meeting: Jane really likes having the Selectmen take the wide-based authority for fund-raising by creating this committee.

John Valentine enters meeting.

- The Committee will be looking for extra “helpers;” sub-committees will take on projects.
- Having a fund-raising committee will look “really good” in the grant application, addressing one of the actual questions on the grant application. It shows the project has the town's support.
- This is a long-term project that will span many year, phases, and perhaps personnel.
- Though, autonomous in their decision-making, ultimately, the Committee would be responsible to the Select Board. The Committee members would be responsible to enact their charge and the Select Board responsible to see that they enact their charge.
- The Select Board doesn't have a budget. It turns to individual committees including the Finance Committee and Town Meeting for spending. The authority to spend is with the Finance Committee or Town Meeting.
- Fund-raising costs money. Where does money come from to start-up, and once money comes in does the committee have authority to spend some of that money for seed money?
 - The Trustees and the Friends have money and then there's new money.
 - If the committee needs start-up money they can go to the Trustees or to the Friends.
 - In some cases, spending the new money is not appropriate because people who make donations want to see their funds go into “bricks and mortar,” not into fund-raising banquets.
 - These decisions are up to the committee to negotiate with the Friends and the Trustees.

- An initial fund-raising event could create seed money if the Friends and the Trustees of the Library choose not to contribute. Just define the event in that way so participants know in advance.
- Interest would go to the town, not to the fund.
 - The Friends' funds retain interest and the Friends would make spending decisions.
 - Will this new committee take away from the Trustees' authority for the physical structure? No, the new committee only brings funding to the new structure. Trustees remain responsible for the physical structure once built.
 - The money raised can only be used for the town's 40% match, which would free up the Trustees' and Friends' funds for the special things.
 - The interest goes to the town; if the town supports the project it's one and the same.
 - The Finance Committee could set up a fund consistent with the amount of interest coming in.
- Paul: the only way we're going to do this is as a town with a lot of people involved. It is in the best interest of the town; we're all one.
- Endowment wording was created so that in the event that more than the entire amount of the town match for the Library is raised, an endowment fund can be created to offset future operating costs:
 - "If fund raising exceeds the town's portion of the project, which is 40% of eligible costs and ineligible costs, the excess funds will go into an endowment to be managed by the Trustees for future needs of the Library."
- The committee will be comprised of 7 people: 2 people from the Friends of the Library, 2 people from the Library Trustees and 3 community at large people.
- The fund-raising Committee will decide what "seed money" requests to take to the Friends that will gain the support of both the Friends and the Trustees. If the Friends and Trustees can't support the "seed money" requests then the fund raising Committee will have to create a "totally transparent" seed-money fund-raising step to start the ball rolling.
- A request for the 3 community at large volunteers will be put in the September 13¹ newsletter for the Select Board to appoint on the 28th.
- The charge is the "job description."
- Ask the people vying for the at-large positions to write a short letter saying why interested, qualifications, anything what would make them a good member.
- Add the concept of a multi-year commitment to the charge. And it can be anticipated that the personnel will change over the period of time.
- Change "fans" for "enthusiasts" in the charge.

Selectmen unanimously voted to create the New Shutesbury Library Building Capital Fund-Raising Committee.

Respectfully submitted,

Leslie Bracebridge
Administrative Secretary