

Sargent Memorial Library Foundation

Meeting Minutes

April 15, 2020

7:00 PM

Location: Zoom Meeting with remote participation due to COVID 19 gathering restrictions.

Draft April 26, 2020

Members Present: Mary Brolin, Jennifer Campbell, Janet Glidden (chair), Rob McNeece, Nancy Settle-Murphy, Molly Wong (Treasurer), Janet Tyndall, Sander Haber, Greg Ross.

Members Absent: None

Others Present: Peishan Bartley (Library Director)

1. The meeting was called to order at **7:02 PM** by Janet Glidden.
2. The minutes from March 19, 2019 were approved. Mary Brolin moved, Jennifer Campbell seconded.
 - **Vote to approve: Unanimous.**
3. Molly presented the financial report as a shared screen:
 - i. *Exhibit: Financial Report, April 2020.*
 - a. **Year in review:**
 - i. Total assets: \$156,519
 - ii. Donations: \$15,275 (in line with last year)
 - iii. Donations in Lou Smolin's name: \$390
 - iv. Cash: \$48,648. Available funds: \$76,243.
 - **Expenses:** Similar to last year, with the following changes: increased costs in online Quick books software. New version is an upgrade that includes a backup.
 - **Patio** donations from the previous year are unexpended due to the project being currently on hold due to waiting for CPC funding approval at Town Meeting.
 - **CDs:** There are two CDs that will roll over in May, worth \$20K and \$10K, respectively.
 - i. Greg suggested to roll over the \$20K CD, and let the \$10K CD roll into cash.
 - **Donations:** Discussions included shade for the patio (pergola, umbrella stands).
 - i. A vote was taken to approve \$10K for usual library requests (databases, etc.), and \$15K for special projects, with an additional possible \$10K for special projects as needed. Anne moved, Jennifer seconded.

- **Vote to approve: unanimous.**

4. **Selecting officers**

- Janet will continue as president.
- Jennifer will be the new clerk.
- Molly will continue as treasurer.

5. **2020 Campaign**

- It was discussed that due to the uncertainty around COVID 19 and its financial impact in residents that a discussion about how to proceed would take place in September.
- It was discussed that continuing the campaign is still important, but that the letter would highlight what the library has done to support the down during this time, thank/recognize past donations, and hope to count on future support if not now.
- Jennifer will write the letter with Nancy.

The meeting adjourned at 7:31 PM. A roll call vote was taken: Unanimous.

List of Exhibits used:

- a. Financial Report, April 2020

Respectfully submitted,
Jennifer Campbell, Clerk