



MINUTES

**MEETING of the TRUSTEES of the
WADLEIGH MEMORIAL LIBRARY DEVELOPMENT FUND**

April 12, 2021 7:00 p.m.

The annual meeting of the Trustees of the Wadleigh Memorial Library Development Fund was held by Zoom due to the COVID-19 pandemic. The trustees and officers whose names are checked below were present by phone:

<u>Trustee Name</u>	<u>Present at Meeting</u>	Ex-officio Officers	<u>Present at Meeting</u>
Peter Basiliere, <i>President</i>	<input checked="" type="checkbox"/>	Betsy Solon, <i>Library Director</i>	<input checked="" type="checkbox"/>
Bill Kokko, <i>VP</i>	<input type="checkbox"/>		
Tom Schmidt, <i>Trustee</i>	<input checked="" type="checkbox"/>		
Susan Taylor, <i>Secretary</i>	<input checked="" type="checkbox"/>		
Joe Traficante, <i>Treasurer</i>	<input type="checkbox"/>		
Kathy Parenti, <i>Trustee (and Chair of the Library Trustee Board)</i>	<input checked="" type="checkbox"/>		

The meeting was called to order by Peter Basiliere at 7:01 p.m.

Welcome

Peter welcomed everyone to meeting and noted that a quorum was achieved.

MINUTES

The minutes from the April 8, 2020 meeting were presented. No revisions were requested.

VOTED – Tom moved to accept minutes. Kathy seconded. All were in favor AIF of accepting minutes. Accepted 4-0.

GENERAL UPDATES

A donor makes a \$40 a month re-occurring contribution that should have been matched by their employer (Lenovo) through its employee donation program. The issue has been resolved and Lenovo issued a check to make up for missing payments that should have been made.

Wadleigh Memorial Library Development Fund

It was noted that the Wadleigh Library Development Fund occasionally receives small EFT contributions but is unable to identify who the donor is and therefore cannot thank them.

The State of NH nonprofit renewal was not submitted on time. Early last week forms were received from the State. The renewal check and appropriate paperwork was returned week of April 5th. No confirmation has been received, but the Development Fund should be up to date at this time.

Treasurer received and paid invoice from Cecilia Steele for completing taxes. Fund is now up to date with State of NH and IRS.

The Keyes Foundation made \$20,000 donation to Library to fund skylight repairs which is being funneled through the Fund. The Fund will disperse as the skylight project continues. The Keyes Foundation stated that if there's balance at the end of project, the balance can be absorbed into the Development Fund. It was noted that any invoices received for skylight repairs should be sent to the Fund Treasurer to pay the vendor directly. In addition to repairing the skylight, the Library is also making repairs to roof to address leakage.

The Kaley Foundation has pledged to give \$50,000 over 5 years to replace the palladium window in newer section. Discussed recognizing the \$50,000 pledge in 2021 and setting up a pledges receivable.

The Town of Milford is receiving \$1.62 million in COVID funds. All town departments have been asked to submit suggested projects for consideration. Library Trustees are considering submitting request to help fund HVAC replacement/repairs.

The Library is easing slowly into its reopening plan. The Library opened on Tuesday April 6th for browsing and about 50 people attended. The following Thursday another 47 visited the Library and on Saturday almost 30. Betsy noted that the Library will not be open for meetings until January 2022 or later as currently the meeting rooms are being used for staff offices to keep people separated.

While the Library has been closed, improvements were made (painting and remodeling).

SUMMER READING PROGRAM

The Library is not submitting a request for support this year as the software purchased last year for the summer reading program was for a 3 year license.

FINANCES

As approved at the April 8, 2020 meeting, a second CD was opened. There are now two 6-month CDs with a CD maturing every three months. The Library Fund received 2021 disbursement from NHCF, funds were invested in CD upon receipt. Trustees discussed whether to engage a financial planner for advice on investments. All agree it's worth investigating, but we

need to be careful about the risk vs. return. Kathy mentioned talking to the people on the Keyes Foundation to see how they invest.

Financials were not presented due to absence of Joe Traficante, Treasurer.

ELECTION OF OFFICERS

Peter announced after 30 years as a Trustee of the Wadleigh Memorial Library Development Fund he is not going to run for any offices and would like to resign by fall 2021. Bill shared with Peter prior to the meeting the he does not want to be an officer, but will continue his term. There is an urgent need to recruit additional trustees. Trustees needs to be residents of Milford and should be a "power user" of the Library. Betsy offered posting the opportunity on the library Facebook page and in the library newsletter. Betsy also offered help in identifying potential trustees along with the staff. It was discussed that we should have another meeting in June and invite any potential trustee recruits to the meeting at that time.

ELECTION OF OFFICERS

Proposed slate of officers:

- Secretary: Susan Taylor
- Treasurer: Joe Traficante
- President: Tom Schmidt
- VP: Peter Basiliere

Both Tom and Peter accepted position with understanding a new President needs to be recruited by fall. Bill Kokko will continue as trustee along with Kathy Parenti.

VOTED: Kathy motioned to approve slate of officers. Tom second. AIF. Passed 4-0.

Next meeting June 14th at 7:00 PM.

Meeting adjourned at 7:38 pm.

Respectfully submitted by Susan Taylor, Secretary