



MINUTES

MEETING OF THE TRUSTEES OF THE WADLEIGH MEMORIAL DEVELOPMENT FUND

March 31, 2015 7:00 p.m.

The meeting of the Trustees of the Wadleigh Memorial Development Fund was held at the Wadleigh Memorial Library. The Trustees whose names are checked below were present in person:

<u>Trustee Name</u>	<u>Present at Meeting</u>	<u>Trustee Name</u>	<u>Present at Meeting</u>
Peter Basiliere	<input checked="" type="checkbox"/>	Yvonne Beran	<input checked="" type="checkbox"/>
Bill Kokko	<input checked="" type="checkbox"/>	Michelle Sampson	<input checked="" type="checkbox"/>
Tom Schmidt	<input checked="" type="checkbox"/>		
Susan Taylor	<input checked="" type="checkbox"/>		

The meeting was called to order by Peter Basiliere at 7:05 p.m.

Peter thanked everyone for attending with short notice.

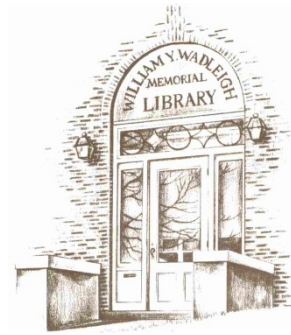
MINUTES

Minutes from the November 25, 2014 meeting were presented.

VOTED – All in favor (AIF) of accepting minutes as presented.

FINANCE UPDATE

Yvonne presented the financials with updates from year end. The NHCF sends quarterly statements and changes are not reflected in the financials. Yvonne is now keeping a spreadsheet of filing requirements. Five year NH Secretary State filing is due December 31, 2020 (the 2015 filing was done on 2/10/15). Fund's fiscal year is October 1 – September 30th. Because the fiscal year ends on September 30th, IRS and Attorney General annual filings are due no later than February 15th (4 months and 15 days after the end of the fiscal year).



Tom asked if Celia has been compensated for her work. Peter did send her a thank you card. It was recommended that we send her a \$50 gift card for Giorgios.

VOTED: To purchase a \$50 gift certificate as an appreciation gift for Celia. AIF.

OLD BUSINESS

Discussion of the library expansion mailing. Initially the brochure was just going to be printed to have 500 on hand and a vote was taken by email for \$400 for the initial printing. When the actual brochures were printed, Michelle contacted Peter and Yvonne to pay for the printing and postage for the mailing. Based on the earlier approval, Peter authorized Yvonne to pay the invoice.

Two issues occurred. The actual cost was higher than initially anticipated and the actual decision to pay for the brochure/ mailing was only for the initial printing of 500, not the full printing and mailing of 6,500. There was no clear vote based on the estimate of the mailing. Going forward we need to have an estimate before voting, and then a clear vote for approving up to a certain amount.

ACTION: To approve previous payment of \$2,055.43 and to an additional \$1,674.05 for a total \$3,729.48 for the printing, prep and mailing of the library expansion brochures. This was to print and mail 6,500 and print 500 to have on hand. Tom motioned. Bill seconded. AIF.

Request for Support – Summer Reading Fund

Michelle presented a request for \$2,500 to support the summer program series for all ages. The amount is typical from previous years which ranged from \$2,500 to \$3,000.

ACTION: Tom moved to support request. Yvonne seconded. AIF.

OTHER BUSINESS

Tom made a motion to extend Peter's term as President for another 3 years.

ACTION: Tom motioned, Bill seconded. All in Favor (AIF).

Wadleigh Memorial Library Development Fund

Tom made a motion to re-elect slate of officers if everyone is willing to serve. Both Yvonne as Treasurer and Susan as Secretary were agreeable to serving another term.



ACTION: Tom moved, Bill seconded. AIF.

Yvonne requested expense reimbursement for expenses occurred and presented reimbursement backup to Peter.

Peter asked Michelle for an update on what the Trustees are thinking regarding the library expansion project. Architect is providing guidance. Overall the trustees were encouraged by the votes they did receive (44% majority). Considering this was the first time on the ballot it was well received. Michelle felt they did a good job of telling the story, the challenge is to convince the remaining voters needed to obtain the 60% majority vote. Most of the concern voiced was about the relevance of libraries today and in the future. There was also concern about the design with the building down to the street. Peter asked if the Trustees are going to try to reduce the amount needed to be raised with taxed through fundraising, Michelle does not know at this time. Michelle feels they will try again next March.

Michelle requested a change to the contact list. Kim Paul is no longer Library Trustee chair but will still maintain her role as liaison. Tom will update the contact list.

Peter followed up on 3D scanners but has not heard back from his contact. He will follow up again. Wadleigh Library did not receive a grant for the Cube. Amherst Library received the grant and now has 3D Cube printers.

Meeting adjourned at 8:10 p.m.

Respectfully submitted by Susan Taylor, Secretary