

**Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
June 17, 2021**

Call to Order: Laura Fulwiler called to order at 4:33 PM

Present: Laura Fulwiler, Kristina Bolduc, Sarah Montgomery, Michele Feiner, Bridget Howrigan Rivet and present Samantha Thomas and Jonathan Delabruere

Guests: None

Approval of previous meeting minutes: Motion to accept minutes as written from 20 May by Kristina B. Seconded by Michele F. All approved.

Treasurer's Report: Spending for operational expenses is at 42%, spending is in line expectations for this time of year. Jonathan D. will be leaving as the Town Administrator, his replacement is not yet determined.

Librarian's Report: See attached report. The summer reading program is starting off!

Friend's Report: The logo has been created and items to be branded being discussed, ideas are welcome. The Friends are gathering a history of donations made to the library through the Friends fundraising efforts, this will be a positive and impactful information sharing tool. The To Bid event planning is in full swing, Paint the Town Read will be the theme, and the use of the color red will be abundant.

New Business:

- (1) **Added to the Agenda – Wallis Necklace.** It was brought to the attention of the Trustees by Bridget that Linda H, the town clerk, located Mary Wallis' coral necklace previously gifted to the Town of Fairfield, in the town vault. It is rich in history and accompanied by a detailed letter of it's story. The necklace and story could be displayed for the community to enjoy at the library. This necklace will be housed in the library once a lock can be installed to secure it. Discussion to insure it might be needed as an agenda item at a future meeting.

Old Business:

- (1) **Financial Policy-** Continued revision. Discussion focused on monetary donations and importance of information to donors on options between giving to the Friends of the Library or donations that may be added into the Endowment Fund. Providing an informative document may help with donor choice. A flow chart for the Financial Policy for Trustee/Library Director decision making when cash gifts are given to the library will be developed. Bridget has volunteered to assist in drafting one for future discussion. Laura F. will draft wording from reference policies on Gift-in-Kind, Restricted and Unrestricted Gifts. Drafting of the policy will continue at a future meeting as time allows.

Agenda for next meeting

- (1) Library Status Report**
- (2) Friends Report**
- (3) Financial Advisor**
- (4) School Communications Start Up**
- (5) Continued Financial Policy review**

Adjourn: Motion to adjourn at 6:15pm by Kristina B. and seconded by Michele F.

Next meeting: Thursday July 15, 2021 at 4:30PM