**FINANCE & BUILDING AND GROUNDS JOINT COMMITTEE MEETING**

DRAFT

**MINUTES**

**November 29, 2023 @ 5:00 p.m. – Program Room A**

**Committee Members Present:** Caryn Lannon, Emily Greene, Bob Monetza, Burton Brooks, Cathy Rusco, Kerry Fitzgerald, Martin Lidacis, Anne Harrison

**Staff Members Present:** Ellen Peters

The meeting was called to order by Chair Rusco at: 5:05 p.m.

**Public Comment:** No public in attendance.

**Minutes of Finance Committee of October 3, 2023 were reviewed.**

Motion by Monetza, second by Lannon to approve as amended the October 3, 2023 minutes. Motion carried**.**

**Minutes of Building and Grounds Committee of October 4, 2023 were reviewed.**

Motion by Fitzgerald, second by Harrison to approve as amended the October 3, 2023 minutes. Motion carried**.**

**Discussion of non-maintenance financial needs and Maintenance Fund.**

Peters talked about the need to increase the funding for marketing in order to print and mail quarterly newsletters promoting library programs that we want to start sending out (again), as well as for factual postcard mailers which will give factual information on the August Millage request.

The board discussed the possibility of using money from the Maintenance Fund, but that money is overflow from the bond, therefore can only be used for maintenance and capital improvements. Greene suggested that we could use the considerable interest earned from the Maintenance Fund, which will likely cover the costs, estimated to be up to $40,000.

Lannon made a motion to recommend to the board to approve up to $40,000 for printing and mailing two quarterly newsletters (Winter/Spring and Summer), as well as one factual millage postcard. Monetza seconded the motion. Motion passes.

Peters and Harrison talked about Phase 2 capital improvement projects, which will be discussed at a later date, after the Brooks Media Center is completed. Board requested drawings of the spaces.

Harrison talked about the need to save our Local History and Genealogy resources onto Microfilm (as digital gets corrupted), and the high cost of that. We will start current month’s Tribune newspapers at a low cost, and look at the bigger project down the road.

Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Ellen Peters, Executive Director