

**Manchester Community Library  
Board of Trustees Annual Meeting  
Saturday, November 2, 2024, BBA Mountain Campus**

**Trustees Present:**

Melissa Bell, John Clark, Peter Kinder, Fran Fauver, Margi Putney, Amanda Baer, Ruth Corbet, Katherine Monahan, Rhonna Cass, and Jeff Spenser

**Trustees Absent:** Ann Graham, Liz Perkins

**Staff Present:** Ed Surjan

**Call to Order:** Chair J. Clark called the meeting to order at 10:04 am.

**Consent Agenda:** M. Putney moved, seconded by M. Bell, to accept the consent agenda. It passed unanimously.

**Executive Director Report**

Ed gave a comprehensive report on fundraising strategies, emphasizing the role that Trustees can and have played in our efforts this year. Cultivating donors by building long-term relationships, expanding the donor base by being ambassadors in the community, and “telling the story of MCL” are all key strategies to successful fundraising. New donor cultivation by Trustees this year garnered \$40,000 in new or increased donations. Continuing communication and cultivation of contacts in the community will be a vital role that Trustees can play in building a culture of philanthropy. Other strategies discussed were the importance of developing relationships with the 30-40-year-old population in the area. Setting up a monthly sustaining donation program on the website would be an additional vehicle to appeal to a younger donor. Planned giving was discussed as another method for funding.

**Finance**

- Rhonna presented and reviewed the Management Letter issued by RHR Smith and Co. RHR Smith issued an Unmodified Opinion confirming that our records are accurate and without issues. P. Kinder, seconded by M. Putney, moved to accept RHR Smith’s opinion, which passed unanimously. All attending trustees received a copy of the report.
- Rhonna reviewed the SAS 114 Letter attached to the agenda.
- The FY24 990 was presented and reviewed. Board members are responsible for reviewing and accepting the 990 each year. F. Fauver motioned to accept the 990, which was seconded by M. Bell and passed unanimously.

- Rhonna proposed the FY26 Budget. She outlined specific areas where adjustments to the previous year's budget had been made and explained the reasoning behind each adjustment. The multi-year Budget Financial Dashboard was made available to all Board members. J. Clark motioned to approve the FY26 budget, which P. Kinder seconded. It passed unanimously.

### **Governance**

- The Governance Committee, led by Margi, nominated a new Trustee, Becky Burke. After a general discussion of her attributes, R. Cass moved to approve Becky, which P. Kinder seconded. It passed unanimously.

### **Old Business**

- Ruth wanted to get the Holiday Breakfast for the staff on the calendar. Ruth will coordinate with all parties.
- No December Board meeting.
- On Tuesday, January 14, at 3:30, before the full Board meeting, Maple Capital will give a presentation to all members who can attend.

### **Executive Session**

J. Clark moved to go into Executive Session, which R. Cass seconded. It passed unanimously.

P. Kinder made a motion to end the Executive Session. Seconded by F. Fauver. It passed unanimously.

**Adjournment at 11:18 am.**

**Respected submitted,**

**Fran Fauver  
November 17, 2024**