



Initial Meeting of the Finance Committee-Lewes Public Library
Delaware Room
Minutes of October 9, 2019

Attending were: Ned Butera, Ellen Le, Hugh Leahy[Ex-Officio], Russ Notar, Bill Oliva, Lea Rosell, Clay Serman, and Tom Thunstrom.

9:00 AM Call to Order, Hugh Leahy, President, Welcome and thank you for your participation Greeting-Russ Notar, Treasurer, The Lewes Public Library is a "special place" in addition to the regular library functions, the Library has a number of outreach programs. Two examples include: the Meals on Wheels program which provides clients with the opportunity to obtain books; and, the Youth Ambassadors program which encourages teenagers to work at the Library for several weeks each summer to learn about the many services of the Library. Programs like these require support.

Background and Charge to the Committee, Hugh Leahy, The Finance Committee has several important responsibilities: to assist the Library Board and the Library Director in successfully managing the current AND future fiscal well-being of the Library; to consider the long term fund raising requirements, which 50 years from now will reflect decisions currently being made; to be advocates for change in the financial direction of the Library, when necessary; and to maintain a "liaison of understanding" with the community at large.

A Review of Current Financial Statements, Lea Rosell, Library Director, Several hand-outs including a review of Actual vs. Budget income and expense results from July-mid September were presented. Lea also provided the Income and Expense statements for the same period, and the Statement of Assets and Liabilities as well. She presented a current review of Fundraising results. These statements initiated a number of comments and questions from the Committee. Bill, Clay, Ellen and Tom all had interest in the funding sources of the Library, especially in reference to the funding of other Delaware libraries. Lea confirmed that she would send out copies of the Investment Policy, as well as 3 other Statements relating to funding sources.

Lokken Investment Advisory Service and the Delaware Community Foundation Investment Pool. Russ indicated the moderate growth and income approach which Lokken employs on behalf of the Library and related the most recent financial results as of July 16, 2019. He also distributed a recent brochure from Lokken which discusses the need to be alert to financial trends for an economic downturn. Hugh reviewed the relationship with the DCF and distributed their



performance results as of June 30, 2019. Hugh indicated that the Committee may wish to interview representatives from each organization at future meetings.

A Review of the Five-Year Funding Plan, Ned Butera. During his tenure as a Board Member, Ned working with Lea, developed a Funding Plan which he reviewed in some detail with the Committee. The Plan includes the symbol of the 3-legged stool which represents performance metrics, income and expenses. The key components of the Plan are funding for operations, the Capital Reserve Fund, the Endowment Fund, and reducing the Library's debt. Bill questioned the metrics which had been included and was pleased with the development of the Plan.

After a number of other comments and questions, the Committee agreed that the next meeting would be held on Thursday, December 12, 2019 at 9:00 AM in the Lewes Library. The meeting adjourned at 10:20 AM.