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MEETING NOTICE

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Amesbury Public Library Board of Trustees Fundraising Ad-Hoc Sub-Committee Meeting Minutes

Date and Time: October 21, 2025 at 6:00pm

Location: Virtual

This meeting will be conducted under S. 2475, An act relative to extending certain COVID-19 measures adopted during the state of emergency, signed on March 29, 2023, and further extended through March 31, 2025.

In attendance: Alex Matthews, Chair, Aimie Westphal, Alyson Osgood, Jessica Ducrow, Anna Fletcher, Carolyn Jordan, Jen Lawlor

Call to Order 6:05 pm

1. Approve minutes
2. Donor software update – Anna discussed holding a training on Little Green Light (LGL) for anyone that will be involved in the data entry or management of the donor lists.
3. Annual appeal final draft discussion and vote - Jessica Ducrow motions, Alex Matthews second, All in Favor
4. Annual appeal discussion of timeline and logistics – The Amesbury Chamber of Commerce will do the printing of annual appeal and labels, we just have to buy the supplies. Total of 928.08 (outer and return envelopes, paper, outer and return labels and stamps.) Who will pay? Will ask the Charitable Trust to access the unrestricted fund for \$750.00. The Friends will pay the balance +/- \$250.00. Alex will send the final, approved draft to the Trustees. Aimie will send the final, approved draft to the Charitable trust with the request for the funds for mailing. The Friends will pack 'Go bags' with mailing supplies so all can support the preparation of the mailing. Mailing will go out the week of Thanksgiving.
5. Public comment – none noted
6. Matters Not Reasonable Anticipated in Advance of the Meeting – n/a

Adjourn Jessica makes a motion to adjourn at 7:06pm, Alyson Osgood seconds, All in favor