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**CABOT PUBLIC LIBRARY
TRUSTEES MEETING
OCTOBER 23, 2006**

Present: Trustees Paula Davidson (president), Judy Boucher, R.D. Eno, Diana Klingler, Ron Lay-Sleeper; Librarian Connie Koeller

1) Convened 5:30 PM

2) Discussion of fund-raising letter. R.D. reported that all five central Cabot businesses – the Cabot Village Store, Cabot Garage, Harry’s Hardware, Larry & Son and the Lower Cabot General Store – have all pledged to contribute \$100 each to support the mailing, though the Ackermans want to see the text of the letter before confirming. Paula framed the questions for the Trustees: 1) Should this mailing cover both regular fund-raising and a capital campaign to raise \$22,000 to complete the shelving project?; 2) What format should be used for the mailing?

After discussion, R.D. moved and Judy seconded to do a regular fund-raiser and postpone the capital campaign. Motion carried. The Trustees decided informally to send a three-part mailer with a letter, a “remittance” envelope enclosed and a covering envelope with the names of the supporting businesses.

R.D. presented a first draft of a fund-raising letter. The Trustees asked for changes, and R.D. agreed to redraft the letter and circulate by email it for Trustee comment within a day or two. He also volunteered to get price quotes from area printers.

3) Adjourned at 6:15 PM.

Submitted by R.D. Eno, secretary