

MEMO

Date: April 27, 2020

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director

Re: Acceptance Bequest from Estate of Darthea B. Libby for Thomas Memorial Library

CC: Rachel Davis, Library Director

On April 23, 2020, Rachel Davis received the enclosed letter from Carole B. Nelson, trustee Estate of Darthea B. Libby and a check for \$73,292.42. We created a separate fund on April 24, 2020, in the internal financial management system to accounting for the funds and receipted the funds. The letter states, "I am sure the funds will be used for any repair, etc. that the Library needs now or in the future".

The Town Council should accept the funds on behalf of Thomas Memorial Library and the Town and adopt any limitations on the use of the funds. Rachel Davis asked for authorization to use the funds for soundproofing in certain areas of the library and the installation of security cameras, as recommended by the Police Department.

I suggest the following Council order:

The Town accepts a bequest of \$73,282.43 from the Estate of Darthea B Libby and directs that the funds be held in a segregated account in the Town's internal financial management system and that the funds be used for repairs and improvements to the physical plant including but not limited to soundproofing certain areas of the library and the installation of security cameras as recommended by the Police Department.