

ORGANIZATIONAL MEETING of the Burrillville Library Fundraising Committee held on Wednesday, August 17, 2005 at 6:05 P.M. in the Jesse M. Smith Memorial Library, 144 Harrisville Main Street, Harrisville, RI, for and within the Town of Burrillville.

Members Present: William Beatson, Cynthia Ketcham, Peter Walsh

Also Present: Jacqueline Zahn, Council Liaison; Sandra Mundy, Director, Jesse M. Smith Memorial Library.

1. Election of officers: Councilor Jacqueline Zahn opened the meeting and entertained nominations for the office of Committee Chair. Peter Walsh was nominated by William Beatson and seconded by Cynthia Ketcham. The vote was unanimous. Voting in favor were Committee Members William Beatson, Cynthia Ketcham and Peter Walsh.

Committee Chair Peter Walsh entertained nominations for Vice Chair. William Beatson was nominated by Peter Walsh. Cynthia Ketcham seconded the nomination. The vote was unanimous. Voting in favor were Committee Members William Beatson, Cynthia Ketcham and Peter Walsh.

Committee Chair Peter Walsh entertained nominations for Secretary /Treasurer. Cynthia Ketcham was nominated by William Beatson. Peter Walsh seconded the nomination. The vote was unanimous. Voting in favor were Committee Members William Beatson, Cynthia Ketcham and Peter Walsh.

2. Discuss open meetings laws and the code of ethics.

Committee members were given an informational packet regarding

the Code of Ethics and Open Meetings Law. There was a brief discussion related to the posting requirements for agendas and minutes and an overview of the generally accepted posting procedures practiced by the Town committees which include posting meeting notices at Town Hall, the Harrisville Post Office, the Jesse Smith Library, the Town web site and the Secretary of State's web site. It was also mentioned that meeting notices should be forwarded to the Library Building Committee.

3. General Discussion:

Library Director Sandra Mundy gave an overview of the fundraising efforts from the previous library renovation and a run down of the grants currently being sought for the project. There was also a discussion of the project costs and the overall goals of the fundraising committee which was determined to be around \$1,000,000.

The committee went on to discuss what the immediate tasks of the committee should be and established targets to be accomplished for the next meeting.

„X Drawing on ideas from the previous fundraising committee, it was determined that prior to ordering letterhead for the committee, the committee should solicit prominent citizens and business owners to lend their name in support of the project to be included on the letterhead. Peter Walsh had drafted a letter that he will forward to the committee members for use in the solicitation.

„X The committee needs to come up with a slogan for the fund raising campaign.

„X Cindy Ketcham will inquire about the cost of a post office box rental.

„X Jacki Zahn suggested that she would write a press release regarding the formation and goals of the committee.

„X Jacki Zahn will speak to John Mainville, Finance Director about how donations are to be submitted to the building fund.

„X Cindy Ketcham is to develop a contact list (phone numbers, e-mail addresses etc.) of the committee members.

There was further discussion of potential fund raising ideas which included:

„X Information table and collection jar at the upcoming Arts Festival

„X Organizing a read-a-thon in the local schools

„X T-shirt sales

„X Concerts

„X Battle of the band events at the high school

„X Essay contest

„X Celebrity brunch

„X Paw Sox night

„X Block parties

„X Pass the hat night at local sporting events

„X Legislative grant

4. Discuss meeting schedule.

It was agreed that at this stage of the process the committee would

meet bi-monthly on the first and third Wednesdays of the month at 6:00 P.M.

5. Other business: None.

6. Voted to adjourn at 7:35 P.M. Motion by Cindy Ketcham. Seconded by William Beatson. The vote was unanimous. Voting in favor of the motion were William Beatson, Cynthia Ketcham and Peter Walsh.