

Meeting of the Town of Burrillville Library Fundraising Committee held on September 21, 2005 at 7:00 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, Aaron Coutu, Cynthia Ketcham, Peter Walsh.

Also Present: Michael C. Wood, Town Manager, Sandra Mundy, Director, Jesse M. Smith Memorial Library, Sandra Cooney.

(Please note, before the meeting, newly appointed member Aaron Coutu was sworn in by Deputy Town Clerk, Cynthia Ketcham. Agenda items were taken out of order.)

1. Review status of grant applications and other funding sources with Michael C. Wood, Town Manager.

Town Manager Michael C. Wood had distributed a work sheet of the various funding sources currently identified, the status of grant applications already in process and the proposed disposition of those funds received. Mr. Wood pointed out that, at this point, funds were primarily being sought for site development and clean up and that this committee should contact the Building Committee and Architect to determine what funding gaps they think should be addressed. Mr. Wood also mentioned that his office would be willing to provide any required assistance and could perhaps request additional funds from the Town Council if needed for grant writing assistance, etc.

2. Discuss Ocean State Power Grant application.

Councilor Jacki Zahn had contacted committee members and relayed that she had been told that the committee should apply for a \$10,000 grant. It was unclear how specific the application needed to be and it was agreed that further clarification of the application requirements should be sought before completion of the application.

3. Discuss other possible sources of funding.

Other possible grant resources were discussed as well as the possibility of offering naming rights, selling of bricks, etc. Mr. Wood did stress that caution should be exercised since the project has not been through the complete permitting process yet and therefore the project is technically not a “go.”

4. Update on communications with potential honorary members.

Committee member Cindy Ketcham provided “temporary committee letterhead” as well as addresses for the community members that had been identified as potential members. Sandra Cooney provided additional input on seeking out an honorary chair or co-chairs. She suggested that it would be necessary to provide potential chairs with a “package” including an executive summary of the project, a project timeline, press clippings as well as an explanation of the importance of the project.

5. Discuss ideas for capital campaign slogan.

The committee determined that the campaign slogan chosen should reflect the historical aspect of the project and should emphasize the fact that it is a former mill site or showcase the arched bridge.

6. General discussion.

There was discussion of creating a page on the Town web site with a

link to the library web site. This site to could include member names, progress reports, meeting agendas and minutes, architectural renderings, current photos of the site, etc.

7. Other business.

It was mentioned that there would be a meeting of the Planning board on Monday, October 3 and that the Building Committee would be meeting on Wednesday, October 5.

8. Voted to approve the minutes of the meeting of September 7.

Motion by William Beatson. Seconded by Peter Walsh. The motion was unanimous. Voting in favor of the motion were members William Beatson, Aaron Coutu, Cynthia Ketcham and Peter Walsh.

9. Voted to adjourn at 8:30 P.M.

Motion by William Beatson. Seconded by Peter Walsh. The motion was unanimous. Voting in favor of the motion were members William Beatson, Aaron Coutu, Cynthia Ketcham and Peter Walsh.

ATTEST:

Cynthia H. Ketcham, Secretary