

Meeting of the Town of Burrillville Library Fundraising Committee, held on January 4, 2006 at 6:30 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, Sandra Cooney

Members absent:: None

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

1. Voted to approve the minutes of the meeting of November 2, 2005.

Motion by Aaron Coutu. Seconded by William Beatson. The vote was unanimous. Voting in favor were William Beatson, Aaron Coutu, Cynthia Ketcham and Sandra Cooney.

2. Discuss increasing and reorganizing membership of the committee.

With the resignation of Committee Chair Peter Walsh, it was decided that new voting members would need to be actively recruited. Committee members suggested the names of several residents that may be willing to serve and it was determined that additional advertising and press exposure may produce results. There was a discussion that the core voting committee membership should be increased to seven members and that additional members should be sought to serve on subcommittees.

3. General discussion of ideas for capital campaign slogan and

fundraising strategy.

Committee members reviewed the slogan ideas that had been collected, indicated their two top choices and eventually agreed upon “The Community Cornerstone.”

The Committee went on to discuss the various subcommittees that would need to be established in order to share the workload. It was determined that there should be subcommittees to focus on events, planned giving, corporate “begging”, grants, general solicitation and publicity/marketing.

4. Review of the library building project timeline and determine fundraising activities to coordinate with that.

Since the site work for the library is scheduled to begin in the spring of 2006, it was suggested that the timing of the fundraising committee press release and initial activities should coordinate with that to take advantage of the additional exposure. It was also mentioned that there could be some benefit to coordinating activities with the Bicentennial Committee which would be active throughout the year.

5. Other business.

The Committee developed a list of tasks to accomplish before the next meeting which was scheduled for February 1st. These included:

Develop packet design and determine what should be included.

Letterhead and logo design.

Check with John Mainville, Director of Finance to determine how to maintain tax exempt status (as entity of Town or library) and how checks should be made out.

Supplies to procure (pocket folders for packets, letterhead, etc.)

Further investigate the possibility of using a service such as Pay Pal or Network for Good for the acceptance of credit card donations.

Advertise for additional committee members so that the committee is able to reorganize at the next meeting.

Contact Jay Litman re the availability of the architectural model for public display.

6. The meeting was adjourned at 8:15 P.M.

ATTEST:

Cynthia H. Ketcham, Secretary