

Meeting of the Town of Burrillville Library Fundraising Committee held on February 1, 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, Residents Gary McKellick, Claudia McKellick, Lindsey McKellick, George Ptaszek and Amy Goulet.

Please note that agenda items were taken out of order.

1. Discuss increasing and reorganizing membership of the committee.

Since the residents in attendance had expressed interest in joining the Fundraising Committee, members gave an overview of the strategies and goals of the committee as well as the scope of the library building project itself. They explained the current committee structure, the need to add three more voting members and the desire to set up subcommittees with additional volunteers to focus on specific areas such as obtaining corporate support, grant applications, event planning and publicity.

2. Update on Committee financial procedures.

Council Liaison Jacqueline Zahn reported that Finance Director John Mainville had indicated that the Town was considered a non-profit entity with 501(c) (1) status and that all donations in the form of checks should be made payable to the Town of Burrillville – Library Building Fund.

Committee member Aaron Coutu reported on his research into utilizing Pay Pal for the acceptance of credit card donations. There was some discussion of the fees involved with this service (1.9 – 2.9% of the donation plus 30¢ per transaction). The Committee also discussed the possibility of accepting pledges and the additional follow up and tracking that would be required. There was further discussion on acknowledgements and tax receipts for donations.

3. Update on publicity and campaign kickoff.

Since the architect had provided the library model for the committee's use, it was decided that the columnist from the "Neighbors" newspaper be invited to the next meeting to provide additional publicity for the Committee and perhaps spark further interest from potential volunteers. Also, now that the logo and slogan have been developed, work will continue on recruiting honorary members, designing a brochure, and a public relations campaign to kick off the fund raising effort.

6. General discussion of event ideas and campaign strategies.

Committee member Cindy Ketcham mentioned a "square foot" campaign used by another library as part their capital campaign. Vice President William Beatson suggested that the committee should develop a time line for the next meeting.

7. Other business.

None.

8. Approve the minutes of the meeting of January 4, 2006.

Motion by Aaron Coutu. Second by Bill Beatson. The motion was unanimous. Voting in favor of the motion was Bill Beatson, Sandra Cooney, Aaron Coutu and Cindy Ketcham.

9. The meeting was adjourned at 7:38 P.M.

ATTEST:

Cynthia H. Ketcham, Secretary