

The 11/27 meeting was canceled due to the lack of a quorum.

Attendees: Bill Beatson, Jacki Zahn, Lorraine Pennington, Wendy Andrews, Sandra Cooney and Sandra Mundy

Workshop Notes

Next CCC Meeting is scheduled for Wednesday, January 3, 2007 @ 6:30.

Wendy has a draft of CCC income to date. We need to get a list of expenses to date.

Jacki will join the committee as a voting member in January. She needs a letter of recommendation from the committee to the town council.

The Cookbook cover will show the new library building picture. Sandra C. will work with the picture from the web site. Newport would charge a fee for any additional rendering needed.

Sandra C. will re-work the library history and shorten it.

Sandra M. will have her picture taken for the cookbook.

Jacki will copy receipts and see Cindy about stamp to number them.

Sandra C. will have gift certificates printed for cookbook (150). They will be slightly undersized to fit in a standard business envelope.

Lorraine will call on the 149 cookbooks already reserved. The ask will be to pay at the library or mail payment with a stamped self addressed envelope to the CCC PO Box. A receipt will be provided and gift certificate(s).

The receipt will be needed to pick up the cookbook.

Cindy to provide Sandra M. with a key to CCC PO Box to pick up any cookbook payments.

Process for handling funds:

Library will copy all checks.

Jacki will receive receipt stub and copies of checks.

Jacki will provide Wendy with information to maintain a database of all purchases.

Checks will be turned into town and a receipt will be requested.

Sandra C. will contact Mrs. Gonyea to complete her interview.

Jacki will email Wayne to request that we be included on the agenda for the 12/14 Building Committee Meeting. We are looking for direction on the capital campaign and naming rights, etc.

At our January meeting the committee needs to establish formal meeting rules for items like public comment.

We need to follow up with Dana on lack of attendance at meetings.

- At our January meeting we need to lock in on a date for the Spring Vendor Fair fund raiser.**
- Most likely location would be the middle school.**
- We need to determine how to reserve it and what expenses we would be responsible to cover.**
- Earlier we had discussed including a "Taste of Burrillville" with the fair.**
- We would need to begin collecting prizes, if we wanted to do a raffle.**

- The key to drawing people is to advertise the event in advance.**
- This will also provide an opportunity to sell the cookbook.**