

**Meeting of the Town of Burrillville Library Fundraising Committee, held on January 3, 2007 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: Wendy Andrews, William Beatson, Sandra Cooney, Aaron Coutu and Cynthia Ketcham**

**Members absent:: Dana Ronci was excused.**

**Also Present: Jacqueline Zahn, Sandra Mundy, Director, Jesse M. Smith Memorial Library and Councilor Margaret L. Dudley.**

**1. Approve the minutes of the meeting of November 1, 2006.**

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

**2. Financial report.**

**Wendy Andrews provided the Committee with a report of funds raised to date. Included in the totals were: Event income in the amount of \$401.24, sales income in the amount of \$843.10, spinner income in the amount of \$120.08 and private donations in the amount of \$555.00 adding up to a total to date of \$1,919.42. Library Director Sandra Mundy reported that she had received an additional \$54.75 in cookbook orders and Cindy Ketcham reported an additional \$2,800.00 had been received from unrefunded bid documents bringing the total to date \$4,774.17.**

**3. Discuss and act on Committee membership.**

Former Council member Jacki Zahn indicated that she would be submitting an application as a voting Committee member to appear on the next Council agenda. Committee Chair Aaron Coutu advised the Committee that he had written a letter in support of the appointment and would be submitting that as well. It was mentioned that the Committee might also request that an alternate member be appointed.

There was also a discussion that the Council would be appointing a liaison to the Committee. The Committee agreed that it would be beneficial to the Committee to have Council appoint Councilor Margaret Dudley since she had been appointed liaison to the Building Committee and this would provide some continuity and open communication between the two committees.

#### **4. Discuss and act on formal meeting rules.**

The Committee determined that it would be advantageous to the Committee to adopt formal meeting rules to address issues such as public comment and attendance. Committee member Cindy Ketcham indicated that the Town Clerk was currently working on a rules document for Council and that perhaps portions of that could be adapted for the Committee.

#### **5. Review cookbook fundraising project.**

Jacki Zahn updated the Committee on the cookbook fundraiser. She reported that the packet had gone out on December 18 and delivery confirmation was received on December 22. The production company closed down for 2 weeks for the holidays, but it was Jacki's intention to confirm receipt once the company reopens for business.

**The quoted production time for the finished product is 30 to 40 days which would indicate that the books should arrive around March 2.**

**To date, 150 cookbooks had been ordered and payment for 23 had been received.**

**6. Discuss and act on plans for upcoming vendor fair.**

**Committee member Wendy Andrews explained the concept behind the vendor fair which had been tentatively scheduled for March 17:**

**The idea is to rent space to and request a raffle item from various vendors (generally home sales businesses) The Committee would then be responsible for selling raffle tickets and potentially sell cookbooks (which should be received by that time). Additional funds would also be received as a percentage of the vendors' sales.**

**The Committee discussed potential venues for the event including the middle school or high school cafeterias or the Beckwith-Bruckshaw Memorial Lodge. The concern with the school cafeterias being that the tables had the benches attached and would therefore not be as functional as regular tables. Wendy expressed concern over the remote location of the Lodge.**

**There was further discussion as to the possibility of charging admission to the event as a source of additional revenue. There was a concern that the funds received for admission would likely not compensate for the potential of lost sales for people unwilling to pay to shop.**

**There was also discussion of obtaining donations of additional items to raffle and the necessity of obtaining a "gaming" license to hold a raffle.**

**7. Discuss agenda for meeting with the Library Building Committee.**  
The Committee had scheduled a workshop with the Library Building Committee to be held on Wednesday, January 24 at 6:30 P.M. It was determined that included on the agenda should be introductions, the possibility of setting up subcommittees that would include members of both committees (something that would be particularly useful in the planning of the golf tournament that one of the Building Committee members had volunteered to organize) and identifying any project specific giving that they might like our committee to pursue. Other issues to be discussed would include other fund raising ideas, naming opportunities and identifying funding levels. It was also suggested that we might want to invite a representative from Newport Collaborative to attend the meeting as well.

**8. Other business.**

- o Sandra Cooney said that she would be contacting Mrs. Gonyea to complete that interview and would then prepare the press release.
- o Sandra Mundy requested that we find out from the Town Manager who should be applying for the next Levy Foundation grant.
- o It was suggested that work needed to be done to identify additional grant opportunities.
- o The Committee agreed that large local donors needed to be identified. Sandra Mundy mentioned that when that was to be discussed, she would invite a local business person who had several local contacts and had volunteered to assist the Committee with this.
- o The next meeting was scheduled for January 17.

**9. Adjournment.**

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

**ATTEST:**

**Cynthia H. Ketcham, Secretary**