

Meeting of the Town of Burrillville Library Capital Campaign Committee, held on January 17, 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, Cynthia Ketcham and Dana Ronci.

Members absent:: None.

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

1. Approve the minutes of the meeting of January 3, 2007.

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

2. Financial report.

Wendy Andrews provided the Committee with an updated financial report reflecting the total to date of \$4,774.17. The Committee determined that the financial report would be only received at the first meeting of the month since there is not much activity at this point.

3. Update on cookbook fundraiser.

Former Council member Jacki Zahn informed the Committee that she had just received notification that the proof copy of the cookbook had been shipped and should be received within a week.

4. Discuss and act on plans for the upcoming vendor fair.

Committee member Wendy Andrews updated the Committee on plans in place for the vendor fair indicating that it would be held on March

17 from 9 – 3 at the High School. Wendy provided the Committee with a draft of the ad to be placed in both editions of the Bargain Buyer as well as a vendor application. There was some discussion about working with the Blood Drive to be held at the High School that day to encourage customers at both events. It was suggested that additional advertisement could be obtained via a press release announcing the event, posters around town and use of the bill board at the High School. It was also noted that it may be necessary to enlist additional volunteers to assist with set up before the event and clean up afterward. Committee member Sandra Cooney also volunteered to look into getting a banner for the Committee.

5. Discuss and act on formal meeting rules.

The Committee had received draft copies for review prior to the meeting and requested that absences be excused if a Committee member is notified of the absence rather than by a majority vote of the Committee.

The Committee voted to approve the rules as amended. Motion by Cindy Ketcham. Second by Sandra Cooney. The vote was unanimous. Voting in favor of the motion were Wendy Andrews, William Beatson, Sandra Cooney, Aaron Coutu, Cynthia Ketcham and Dana Ronci.

6. Discuss agenda for meeting with the Library Building Committee.

The Committee requested the draft agenda be amended to remove the financial report.

7. Discuss and act on finalizing levels of giving and naming opportunities.

Funding levels were established as follows:

\$100 - \$500 Short Story

\$501 - \$1,000 Novel

\$1,001 - \$5,000 Best Seller

\$5,001 - \$10,000 Classic

\$10,001 - \$25,000 Manuscript

\$25,001 - \$50,000 Masterpiece

\$50,001 - \$100,000 Folio

\$100,001 + Epic

There would also be a naming opportunity for the road within the complex.

8. Discuss and act on subcommittees

The Committee decided to table this issue until the meeting with the Building Committee.

9. Discuss and act on other funding opportunities.

Committee member Cindy Ketcham had proposed a funding raising campaign which involved soliciting donations for “symbolic” square feet of the library. It was suggested that this may be appropriate during the pledge drive.

10. Other business.

None.

11. Adjournment.

The meeting was adjourned at 8:25 P.M.

ATTEST:

Cynthia H. Ketcham, Secretary