

**Meeting of the Town of Burrillville Library Capital Campaign Committee, held on February 7, 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.**

**Also Present: Margaret L. Dudley, Council Liaison, Sandra Mundy, Director, Jesse M. Smith Memorial Library, Thomas J. Kravitz, Town Planner and Director of Economic Development, and Joyce Rowley, Community Development Coordinator.**

**1. Approve the minutes of the meeting of January 17, 2007.**

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

**2. Financial report.**

**Wendy Andrews provided the Committee with an updated financial report reflecting the total to date of \$4,892.29.**

**3. Update on cookbook fundraiser.**

**Joyce Rowley indicated that she was investigating a grant from Hamburger Helper that could underwrite the cost of the cookbook thereby increasing the potential profit from this fundraiser. There was a discussion about the necessary tax exempt status (501(c)(3) vs 501(c)(4)). It was also discussed that the grant maker would be acknowledged as a "Classic" donor.**

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

**Committee member Wendy Andrews updated the Committee on progress on the vendor fair to be held March 17 at the High School. She reported that, to date, she had received approximately 40 inquiries and had received checks from 15 vendors. There was a discussion about checking with the school department about expanding into the second gym as space was becoming an issue. Wendy provided the Committee with a draft of the flier she had designed for display around town. Committee member Sandra Cooney suggested that she would compose an updated press release regarding the event. It was mentioned that additional publicity could be gotten over the radio and through Cox community access stations. Wendy also presented a list of local businesses that may be willing to donate raffle items. The Committee determined that since the fair participants would each be donating a raffle item, contacting local businesses would not be necessary at this time. The Committee also noted that coupons for raffle tickets should be provided to those attending the blood drive being held in the cafeteria at the same time as the vendor fair.**

**5. Discuss and act on request to Town Council for additional funding.**

**Council Liaison Margaret L. Dudley had submitted a letter on behalf of the Committee requesting additional funds to cover the Committee's expenses (including letterhead, postage, advertisements, etc.), but indicated that she had not specified an amount. After discussion, the Committee determined that since there**

would be increased expenses with a larger volume of mailing etc. it would be appropriate to request an additional \$1,000. Committee Chair Aaron Coutu suggested that he would attend the Council meeting to answer any questions the Council may have.

**6. Discuss and act on potential grant sources.**

Joyce Rowley indicated that she was currently looking into grants from Hamburger Helper as previously mentioned, Hasbro for children's furnishings, the 1675 Foundation, Shaw's Charitable Trust and the Roosa Foundation. She was also looking into the TransCanada grant which Ocean State Power had recommended we pursue and the Levy Foundation grant. It was suggested that Tom Kravitz would be willing to host a site visit to potential donors and that Ray Menard from the Levy Foundation would be contacted regarding a site visit once the weather warmed.

**7. Discuss and act on other funding opportunities.**

Tom Kravitz reported to the Committee that he had met with the people at Daniele Prosciutto and indicated that they seemed inclined to donate at the Masterpiece level (\$25,000 - \$50,000). He said he would be meeting with them again later in the week and hoped to get a firmer commitment from them at that time. He also mentioned that he was meeting with representatives from Lockheed, Crystal Lake and Asagio.

The Committee discussed putting together a generic letter for the solicitation of donations and Sandra Cooney mentioned that she was working on the packet to accompany requests. It was mentioned that it would be helpful to have a simple "floor plan" rendering to

accompany the request which could illustrate naming opportunities. Cindy Ketcham was to contact the high school to see if this could be done through the CAD class.

Jacqueline Zahn had forwarded a prototype for a pledge sheet which would be distributed through the mail as part of the local giving campaign. Cindy Ketcham suggested that a “bookworm” giving level be added for donations under \$100 and that those donations could be acknowledged in the dedication program.

Aaron Coutu reported on the research he had done on the connection between Austin T. Levy and the British Royal Family. He was working on composing a request for funds and mentioned he would emphasize the Levy’s generosity to the Bahamas and the environmental aspect of the mill site project.

#### **8. Other business.**

The next meeting was scheduled for Wednesday, February 21.

#### **9. Adjournment.**

The meeting was adjourned at 7:45 P.M.

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

**ATTEST:**

**Cynthia H. Ketcham, Secretary**