

**Meeting of the Town of Burrillville Library Capital Campaign Committee, held on March 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, Aaron Coutu, Cynthia Ketcham, Sandra Cooney and Jacqueline Zahn.**

**Members absent: Dana Ronci.**

**Also Present: Sandra Mundy, Director, Jesse M. Smith Memorial Library, and Margaret Dudley, Council Liaison.**

**1. Introduce and swear in the newly appointed member of the committee.**

**This item was tabled until Jacqueline Zahn arrived at 7:30 P.M. At that time, Committee Chair introduced Jacqueline Zahn to the Committee and Cindy Ketcham, Deputy Town Clerk, swore her in.**

**2. Approve the minutes of the meeting of February 21, 2007.**

**Motion by William Beatson. Second by Wendy Andrews. The vote was unanimous by those present. Voting in favor were Wendy Andrews, William Beatson, Aaron Coutu, Cynthia Ketcham and Sandra Cooney. (Committee member Jacqueline Zahn had not arrived at this time).**

**3. Financial report.**

**Committee member Wendy Andrews provided a financial update to the Committee indicating that \$5,760.54 had been raised to date. Sandra Mundy turned over an additional \$197.10 in money from cookbook sales to be deposited into the fundraising account.**

**4. Update on cookbook fundraiser.**

**Eight cases of cookbooks had been delivered to the library and Sandra Mundy reported that most of the first case had already been distributed. Cindy Ketcham indicated that the invoice for the cookbook had been received and the first payment of \$3,736.40 was due by March 31.**

**Motion to approve payment of the first installment of the cookbook invoice in the amount of \$3,736.40 by Cindy Ketcham. Second by Sandra Cooney. The vote was unanimous. Voting in favor of the motion were Wendy Andrews, William Beatson, Aaron Coutu, Cynthia Ketcham and Sandra Cooney. (Committee member Jacki Zahn had not arrived at this time).**

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

**Committee member Wendy Andrews reported on the progress for the upcoming vendor fair. She and Aaron Coutu had measured the space for the fair and laid out a preliminary floor plan. The discussion was that the bulk of the set up would be done the night prior to the event and that full coverage would be required for final set up and breakdown on the day of the event. It was suggested that during the event, duties could likely be managed in shifts. Six volunteers had already been recruited to assist with the set up, etc. Wendy also showed the Committee coupons she had designed for distribution at the blood drive to be held in the cafeteria which could be redeemed for a free raffle ticket for a blood donation.**

**Other details discussed were the need for more advertisement, finalizing the procurement of tables, supplies to have on hand including scissors, tape, trash bags, measuring tapes and extension**

**cords. It was also suggested that we could pick up bottled water to sell to the vendors throughout the day.**

**There was additional discussion concerning the information desk for the Capital Campaign Committee. It was suggested that it could be stocked with hand outs on naming rights, square foot campaign, pledge information, tri-fold brochures, and perhaps some site photos.**

**6. Discuss and act on naming opportunities.**

**It was mentioned that the \$100,000 price on the road was too low and should be raised to \$250,000. Also, since there would not be room for a full kitchen, it could be removed, but refrigerators (full size for the kitchen, smaller for the children's area) could be added. It was also determined that ramp and stairway should be changed to ADA compliant access.**

**Motion to accept naming opportunities as amended. Motion by Cindy Ketcham. Second by Jacki Zahn. The vote was unanimous by those present. Voting in favor of the motion were Wendy Andrews, William Beatson, Aaron Coutu, Cynthia Ketcham, Sandra Cooney and Jacqueline Zahn.**

**7. Subcommittee reports:**

**a. Publicity**

**i. Review marketing packet.**

**Committee member Sandra Cooney showed the Committee what she had completed thus far on the publicity packet but expressed her dissatisfaction with certain elements of the packet and suggested that she would continue to work on that. She was also looking for high resolution photos of the library/town to include in the packet. It**

was suggested that we could check on the availability of the town photographer, Keith Elliott (who produced a promotional video of the town), Kevin Cleary or Jeannie Hauser.

ii. Review Committee progress and develop a web site.

It was suggested that press releases be added to the web site.

**b. Grants**

The Committee was informed of a letter of regret received from the 1675 Foundation.

The Committee was informed of two other grant opportunities that were to be pursued.

**c. Corporate Giving**

The Committee was informed of a \$250 donation from the Lockheed Corporation.

Committee member Cindy Ketcham mentioned a letter that would be going out to local businesses soliciting donations.

**d. Community Giving**

The dinner/auction planned for early 2008 was tentatively scheduled for February 9 to take advantage of the Valentines Day theme.

**8. Other business.**

A special meeting was scheduled for March 14 at the Town Building to take care of last minute details for the Vendor Fair.

**9. Adjournment.**

Voted to adjourn at 8:45 P.M. Motion by Jacki Zahn. Second by William Beatson. The vote was unanimous by those present. Voting in favor of the motion were Wendy Andrews, William Beatson, Aaron Coutu, Cynthia Ketcham and Jacqueline Zahn. (Committee member

**Sandra Cooney had left earlier).**

**ATTEST:**

**Cynthia H. Ketcham, Secretary**