

The meeting of the Town of Burrillville Library Capital Campaign Committee, to be held on March 14, 2007 at 6:30 P.M. in the Town Building, 105 Harrisville Main Street, Harrisville, RI, for and within the Town of Burrillville was cancelled due to lack of a quorum.

Members Present: Wendy Andrews, Aaron Coutu and Cynthia Ketcham,

Members absent: William Beatson, Sandra Cooney, Dana Ronci and Jacqueline Zahn.

Also Present: Sandra Mundy, Director, Jesse M. Smith Memorial Library, and Margaret Dudley, Council Liaison (who had to leave to attend the Council meeting).

Since there was not a quorum present, the three members in attendance had an informal discussion regarding the upcoming vendor fair.

Committee member Wendy Andrews provided the members present with a list of “duties” she had outlined for the day of the event. Since not all individual schedules were known, some volunteers were not assigned a specific duty but would be asked to assist as needed.

Among other issues discussed was the placement of vendors, including the need to keep open exits, not block fire extinguishers and placement near electrical outlets for those requiring power. Also discussed was the plan for set up the evening before the event.

Since the school facilities manager would be supplying and delivering the tables and chairs, it was noted that not as much help would be needed on Friday if people were not available and that Wendy and Aaron would be at the high school around 5:00 P.M. for

set up.

Additional items needed included large boxes and/or large trash bags for packing up donated gowns, dollar bills for change, cash boxes for cook book sales and snack sales, an additional roll of raffle tickets, gift bags for collecting raffle tickets and flyers for the information table. It was also suggested that we find out from Bill Beatson what he had purchased for food items so that “menu” signs could be made up.

It was noted that the vendor fair ad had not appeared in the latest edition of the Bargain Buyer, and Wendy suggested that she would contact them for a refund.

Sandra Mundy showed the Committee binders she had prepared that contained the weekly site reports and construction updates. Other items to be included at the information table included the pledge information sheet, naming opportunities, the tri-fold brochure, the square foot campaign flyer and copies of the library floor plans.

Wendy indicated that she would be arriving at the high school at 7:30 on Saturday morning to set up her own table and to get ready for the arrival of the other vendors who had been told that set up would begin at 8:00 A.M.

It was noted that \$1,075 had been collected thus far for table rentals and that netting out advertising expenses, the net profit to date was close to \$900.

ATTEST:

Cynthia H. Ketcham, Secretary