

**Meeting of the Town of Burrillville Library Capital Campaign Committee, held on March 21, 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 Jacqueline Zahn (who arrived late due to scheduling conflict).**

**Members absent: Dana Ronci.**

**Also Present: Sandra Mundy, Director, Jesse M. Smith Memorial Library, Joyce Rowley, Community Development Coordinator and Margaret Dudley, Council Liaison.**

**Committee Chair Aaron Coutu announced the resignation of Committee member Dana Ronci.**

**1. Approve the minutes of the meeting of March 7 and the workshop of March 14.**

**Motion by Sandra Cooney and William Beatson. Second by Wendy Andrews and Aaron Coutu. 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).**

**2. Review the Vendor/Craft Fair.**

**Committee member Wendy Andrews provided a financial update on the outcome of the event. She reported that the gross proceeds from the fair totaled \$1,652.50 and that expenses (including advertising, copying costs and raffle tickets) totaled \$188.50 leaving a net profit of \$1,464.00. Additionally, \$383.00 in cookbook sales were reported,**

**William Beatson turned in \$99.00 from his sales prior to the event, a donation in the amount of \$38.00 was received and an additional \$32.00 was collected for a total of \$521.00. Committee member Wendy Andrews also indicated that she would be donating her profits from the sale of the Pampered Chef merchandise she had at the event.**

**It was also noted that a photographer from the Valley Breeze was present at the fair and the Committee should receive additional publicity.**

**The Committee congratulated Wendy on the success of the event and thanked her for the time and effort she had put into organizing the fair.**

### **3. Review cookbook sales.**

**Sandra Mundy reported that sales of the cookbook at the library had netted an additional \$900+ and that total receipts to date were over \$1,700. Council Liaison Peggy Dudley mentioned that she had contacted Steven Welford, Superintendent of Schools about distributing flyers in the elementary schools. Joyce Rowley suggested that she would contact East Coast Artisans about designing a flyer and Cindy Ketcham suggested that the copier in the Town Clerks office would be available for making the copies.**

**There was also a discussion about making the cookbooks available in more locations throughout the area. It was suggested that area banks, liquor stores, grocery stores, and other businesses could be contacted about selling the books. It was also mentioned that cookbooks should be distributed to the Library Building Committee**

**and the Library Board of Trustees to sell.**

**It was also suggested that another press release should be prepared to indicate the locations the book would be available.**

**4. Review promotional packet.**

**Sandra Cooney shared what she had prepared for the promotional packet to date. She had a new cover design that was well received and suggested that she still needed to obtain high resolution pictures for the packet. She asked that everyone review the text and notify her of any necessary changes.**

**5. Discuss and act on grant opportunities.**

**Joyce Rowley mentioned that she had contacted Linda Trenn, Culinary Arts teacher at the high school regarding her underwriting the application to the Hamburger Helper Foundation to cover the cost of the cookbook. She also indicated that applications or letters of inquiry had been/would be submitted to the Roosa Foundation, the Carter Foundation and the Woodward Foundation. She was also going to be completing online applications to Textron, Transcanada and Shaws. She mentioned that Tom Kravitz was applying to the Levy Foundation for an additional \$160,000 (the extra amount incurred for site clean up). There was also a plan to apply to APC for an in kind donation of the battery backup system once an amount was determined.**

**Joyce also mentioned that she was working on developing a data base of grant resources that could be used for this committee and eventually for program support and etc. in the future.**

**6. Discuss and act on corporate giving campaign.**

**Committee Member Cindy Ketcham provided the Committee with an edited version of the letter to area business owners which, other than a few minor changes, met the approval of the Committee. It was suggested that when the mailing list had been completed and the letters had been copied, the Committee should hold a letter folding party.**

**7. Discuss and act on other fund raising events/ideas.**

**„« It was mentioned that the Family Fair was to be held on May 12 at the Middle School. While we would not be able sell cookbooks at this event, we would be able to indicate that they are available for sale and could hand out pledge sheets, etc.**

**„« Sandra Mundy mentioned that she would like to hold a book/bake sale on June 9.**

**„« The „You’ve been Bronced“ campaign was explained and Committee Jacki Zahn Suggested that perhaps the Junior Class advisor could be contacted to enlist the help of students as part of their community service component.**

**„« The Pledge Drive was scheduled for a June kick off.**

**„« Committee Member Sandra Cooney provided the Committee with a promotional/collectable item from the Cat’s Meow Company. The company manufactures 2 dimensional wooden replicas of buildings that can in turn be sold for 100%+ profit to the organization. It was suggested that this might be something to concentrate on for the September Arts Festival.**

**„« It was also suggested that the Committee look into doing a read-a-thon through the schools.**

**8. Other business.**

**None.**

**9. Adjournment.**

**The meeting was adjourned at 8:30 P.M.**

**Action points:**

**Cookbook distribution:**

**Jacki: Mundy's, Citizen's Bank, liquor stores, Classic Cleaners**

**Wendy: Fitness First**

**Peggy: RI Credit Union**

**Aaron: Bank of America, Library Building Committee & Board of Trustees**

**Sandra Mundy (with Aaron): Library Building Committee & Board of Trustees**

**Lorraine P: Schools**

**Cindy Ketcham: Town Hall**

**Joyce Rowley and Cindy Ketcham: Work on school flyers**

**Other Action:**

**Sandra Cooney and Sarah Briden to investigate the Cat's Meow.**

**Jacki Zahn to contact high school re "You've Been Bronced" Campaign**

**Joyce Rowley to continue work on grant-maker database.**

**Cindy Ketcham to continue working on local business mailing list.**

**ATTEST:**

**Cynthia H. Ketcham, Secretary**