

**Lower Level Renovation Joint Fundraising Meeting
Library Trustees, Lower Level Renovation Committee, and Friends of the BFL
In the Welch Meeting Room, Baker Free Library
August 5th, 2015**

Present: Mark Leven (Foundation Director, LLRC Chair), Rita Morrison (President Friends of the BFL), Christine Carey (Trustee, Friend of the BFL, LLRC), Paul Rizzi (Foundation, LLRC), Eric Anderson (Foundation, LLRC), Lori Fisher (Library Director), Ann Hoey (Trustee), Colleen Haggerty (Foundation, LLRC), Susan Hatem (Foundation, LLRC), Nora Tellifson (LLRC)

Meeting called to order: 7:02pm by Mark Leven.

Review of Minutes: The minutes from the July 1st, 2015 LLRJFC meeting were reviewed. Eric Anderson moved to accept them, Ann Hoey, seconded, and the minutes were approved.

Foundation Board Report: Mark Leven reviewed the meeting of the Foundation, held just previous to this LLRJFC meeting. He asked the Trustees in the LLRC group to explain the request for payment by the Foundation for the site survey just completed regarding the library's second egress. Ann Hoey explained that the trustees were told that the site survey must be done in order to move forward with the lower level project to make sure the second means of egress, (exit only, not an entrance) is to code. This site survey covers all of the surveying needs for the project. This is the only amount that the Trustees have asked for from the Foundation towards the direct costs of the project. The \$170,000+ paid out so far has come from the Trustees of the Trust fund, allotted during town meeting.

Mark Leven will convene the Foundation group again immediately after this meeting to vote on payment of this bill.

New Business:

- A. **Bow Times** - Lori Fisher and Mark Leven met with Chuck Douglas regarding advertising in the Bow Times. The cost for a full page ad would be \$350/month for a minimum of 3 months. The ad would feature the donor tree. We could design the ad with a cut off piece at the bottom to mail in. Chuck was agreeable to an insert as well, but will need to get back to us on the price. The group discussed the importance of the ad being clearly from the Foundation rather than from the library, so it is clear that Foundation money raised privately rather than tax payer money paid for the ad.
- B. **Donor Interviews** - Mark Leven did an interview with Cedric Dustin, the first donor to our project. Eric Anderson videotaped and photographed the interview. The pictures and interview will go to into the August Bow Times. Chris Carey will interview the Hunter family for September, and Jeff Kipperman will interview Dave Gazaway for October. The group discussed possible further interviews - Nora

Tellifson volunteered to interview the Russos for October. November and December are still pending. Possibly Carol Bailey?

PR Sub-committee Report: Eric Anderson reported on the PR sub-committee activities that occurred in addition to the video and photography mentioned above for the interviews. The 4-folds for the residential and business mailings have been finalized. If the group decides to go forward we can send them out for mailing. Chris Carey got an estimate from NH Print and Mail for the mailing of approximately \$1700, but believes that is low because the printing cost will be higher with the residential and business flyers being different. There is a discussion about the Foundation paying \$3500 towards the cost of the advertising and the mailing. They will discuss this and vote on it when they reconvene. Eric also showed the group the reworked donor tree 4-fold, which could also be used for the insert to the Bow Times. Eric also presented the donor list honor roll to be put next to the donor tree to show who has donated and what the leaves mean. Finally, there are pictures to go in the Bow Times, including pictures of the donor tree and the donation thermometers. Chris Carey is tasked with finalizing the cost for the 4-fold mailer and sending it out in the third week in September.

Events Sub-committee Report: Ann Hoey reported that there has been a revision of the fall event. It will be held November 14th from 7-10 pm on the main floor of the library, and will be a wine tasting/cocktail party with a thematic wreath auction. We have to get a 1 day liquor license, which Rita Morrison and Mark Leven have volunteered to help with, and the Trustees have to allow alcohol on the library premise for the one event. Every effort was made to choose a date that did not interfere with the other major events in the town.

Parking Sub-committee Report: Tome Ives reported that the meeting with the ZBA and the acceptance of the application went well. There will be a site walk this month, and then afterwards the ZBA will have a few more meetings to decide if they will approve our request. The site walk will be August 8, at 7:10 pm for the exit-only egress.

Fundraising Sub-committee Report: Paul Rizzi reported that the fundraising is going slowly, and that most gifts now have been in the \$500 range. People appear to like the donor tree. Tom Ives and Mark Leven have also been reaching out.

New Business: There was no further new business.

There was no public comment.

The next meeting will be Wednesday, September 2nd, at 7pm in the small meeting room in the Library (the Welch room).

Meeting adjourned: 8:01 pm, by Mark Leven.

Respectfully submitted,
Christine Carey