

**Lower Level Renovation Joint Fundraising Meeting  
Library Trustees, Lower Level Renovation Committee, and Friends of the BFL  
In the Welch Meeting Room, the Baker Free Library  
November 4th, 2015**

**Present:** Tom Ives (Trustee, LLRC), Dave Withers (Trustee, LLRC), Christine Carey (Trustee, Friend of the BFL, LLRC), Lori Fisher (Library Director), Ann Hoey (Trustee), Colleen Haggerty (Foundation, LLRC), Mark Leven (Foundation, LLRC), Nora Telifson (LLRC), Susan Hatem (Foundation), Paul Rizzi (Foundation, LLRC), Jeff Kipperman (LLRC)

**Meeting called to order:** 7:01 pm by Mark Leven.

**Review of Minutes:** The minutes from the October 14th, 2015 LLRJF were reviewed. Ann Hoey moved to accept them, Tom Ives seconded, and the minutes were approved.

**Foundation Board Report:** Mark reported that the Foundation did not meet because they did not have a quorum. He noted that there was a partial retraction of a gift in the amount of \$3500, but we did get another \$1000 in from another donor.

**New Business:** Mark discussed possibly doing a door-to-door flyer campaign, such as was recently done by the Bow Rotary. They did it on a Sunday using various maps of the town, and delivered flyers to everyone's house. It appears to be cost effective, and if we could do it in the next 6 weeks it could help end of year donations. We could use the printing from the insert being developed for the Bow Times.

Mark also mentioned that the Foundation is doing a holiday card to donors as a thank you.

**PR Sub-committee Report:**

Bow Times insert: Lori showed a rough draft - it will be 4 full 8x14 inch pages, white, and slightly heavier than newsprint. The group discussed how to fill all of the pages as it currently fills only 2 pages. It is decided to put the donor tree on it, as well as a list of donors. This insert can also be used for the door-to-door campaign. Lori said it will cost approximately \$775, plus \$400-\$500 for 3000 additional copies for separate distribution. This fits within the amount of money previously approved by the Foundation. Mark, Eric, Lori, and possibly Bill Cohen will need to meet or communicate to assure correct donor names, etc.

**Events Sub-committee Report:**

Ann Hoey reported that the library received over 60 wreaths and have sold 25-30 tickets out of the 75. We will sell the tickets at the Bow Rotary Auction this weekend, and Lori reports the event is on the Bow Rec email, Facebook, and the Town Crier in the Concord Monitor. The liquor certificate is all set, Colleen and Ann will buy the alcohol, food items will be done by Betsy. There will be a little presentation around 8pm, and

tours should be given. Donor cards should be made available by the alcohol, and we have name tags, pre-made for us, blank for guests. There will be a raffle at 9 or 9:30, and we will close bidding at 9. There is a discussion about who will take the payments for the wreaths - the Friends and Mark both have the ability to do debit, and will work that out.

There are signs for additional parking already available.

**Public Comment:** There was no public comment.

**Meeting adjourned:** at 7:40 pm.

The next meeting will be held **Wednesday 12/2** in the Welch Meeting Room of the library.

Respectfully submitted,  
Christine Carey