

**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  
August 10th, 2016  
FINAL**

**Present:** Christine Carey (Trustee, LLRC), Lori Fisher (Library Director), Mark Leven (Foundation, LLRC), Rita Morrison (Friends, LLRC), David Withers (Trustee, LLRC), Eric Anderson (Foundation, LLRC), Tom Ives (Trustee), Jeff Kipperman (LLRC), Susan Hatem (Foundation), Nora Tellifson (LLRC), Mike Griffin (Foundation), Paul Rizzi (Foundation)

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

**Review of Minutes:** The minutes from the 4/6/2016 Lower Level meeting were reviewed. Eric moved to accept them, Nora seconded, and the minutes were approved.

**Foundation Board Report:**

- a) Elections - Mark reported that the Foundation had their annual meeting and new officers were elected - Mark is president, Mike is treasurer, Susan is secretary, and Eric and Colleen are directors.
- b) Thank you Process - Mark noted that the Foundation has revamped their thank you process and is trying to get thank yous out the same week that the donations come in.
- c) Web site - Mark stated he is the new web master for the Foundation website, which is up and running again after a period of not working.
- d) Foundation membership - Susan added that the Foundation is looking for new members and asks the group to keep that in mind and see if we know anyone who may be interested. There will now be only quarterly meetings. The next meetings will be 9/28, and then 12/21.

**PR Subcommittee Report:**

- a) Business Solicitation Process - Eric reported that we are continuing to solicit businesses in chunks, identifying personal contacts when we can. We are on our 6th round of letters with some positive results. We have finished the businesses listed in the Business to Business compilation, and will move on to other groups outside of Bow that may have connections to the town.
- b) Bow Times - Eric noted we continue to submit our fundraising thermometer to the Bow Times, which is at \$39,000 remaining to be raised.

**Auction Update:** Tom reported that so far the quilt has bid up to \$300, and the mirror has bid up to \$400. The bidding will close on the Saturday (8/20) after the community celebration at the gazebo. Tom stated we may be able to do this type of auction again as it seems to be going well.

**Phase II Start Date and Fundraising Discussion:** Mark told the group the start date for phase II is October 1st, and that we have reached our fundraising goal but that we still have much to do to make the lower level useable. Mark listed the things needed, and there is discussion on how to get them done. This list includes the following -

- a) Terraced window - Cobb Hill will excavate the space. We need to get money or in-kind donations to grade the area, set up brick tiers, and landscape. Mike and Rita will work on this.
- b) Appliances - we need a refrigerator and other appliances - Rita will investigate. It may be that the Friends can cover this expense.
- c) Furniture - we will need tables and chairs for the informal meeting room and the big meeting room. Nora and Paul will explore the costs for this.
- d) AV equipment - Mark and Eric will work on this.
- e) Second egress/walk out finish work - will need sheet rock/painting. Jeff and Susan will reach out to Concord Regional Tech Center to see if they can do this for us.
- f) Countertops - we have already an in-kind donation from Rumford Stone - Jeff will let them know when construction is planned to start.
- g) Friends room - this can be completed if enough money is raised. We will continue to address this as funds come in.

**New Business:** Rita reminded the group that the wreath auction, which will be run by the Friends, is going ahead and is scheduled for November 12th.

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

**Meeting adjourned:** at 8:06pm.

The next meeting will be Wednesday, **September 14 at 7pm** in the Welch Meeting Room of the library.

Respectfully submitted,  
Christine Carey