

Baker Free Library
Board of Trustees Meeting
July 17, 2013
Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:45 p.m. Also present were Ann Hoey, Mark Leven, and Ingrid White. Paris Awalt and Lori Fisher were absent.

2. Minutes. The minutes of June 12, 2013 were reviewed. Tom moved to accept the minutes, Ingrid seconded and the minutes of June 12, 2013 were accepted.

3. Lower Level Renovation Fundraising Timeline. The trustees reviewed the timeline and made the following revisions:

- Kick off for major gift solicitations will occur by September 30, 2013 (instead of beginning major gifts solicitations by 6/1/2013)
- Kick off public phase of fundraising will take place by March 30, 2014 (instead of the 9/2013 date)
- Major gift solicitations complete by 6/30/2014 (instead of 12/31/2013)

By the town meeting on 3/12/2014, we may not have met the goal of raising \$200,000 in major gifts (with the goal of raising \$300,000 in donations overall), but we will be well underway with the major gift solicitations by then.

4. Fundraising Campaign Coordination

a) Fundraising solicitations

1. Private solicitations: Ingrid discussed her meeting with Paris and the Bow Rotary President. The Rotary would like to have a naming opportunity, and Ingrid outlined the Rotary's interests in the project. In soliciting other private donors, the Trustees feel that it is necessary to have a firmer idea about the status of the Foundation's application for 501 3C designation. Ingrid will contact Jim Hatem for further information.

2. Business breakfasts: The trustees thought that these should be scheduled for September.

b) Hiring of volunteer/paid admin assistant: Ingrid will email when she hears from her contact. Mark and Ingrid will interview her and will also talk with Paul Rizzi about his suggested arrangement.

c) Leah Shuldiner's role: At this point, the work for which the trustees had contracted her is done, but we may consult her in future--probably by phone-- about the types of successful fundraising events we should consider. The trustees want to communicate with her that it's an economic issue on our end and that we cannot afford to have open-ended consulting. Also, if we do use her consulting services, we would like to have better documentation of her time and work outputs.

d) Other fundraising issues: Ann suggested that the Bow Heritage Commission consider applying for an LCHIP grant as those funds are now available and the Bow Heritage is seeking space in the lower level. Mark said that he would talk to the Commission about applying.

5. Library administration tasks through March 2014
 - a) 2014/15 budget timeline tasks: Trustees reviewed timeline. Tom reported that the CIP Committee was assigning points to CIP requests to rate them.
 - b) 2014-2019 strategic plan process: Ann and Lori will attend a meeting on 9/12/13 at which strategic planning will be discussed. They will report back at the October 9th trustee meeting.
 - c) Library policies to review/approve: Trustees reviewed the list of policies to approve at future meetings.
6. Other planning business for 2013/2014. The trustees committed to evaluating the library director by September. The trustees will review the evaluation forms at the August meeting.
7. Public Comment: None.
8. Adjourn: The meeting was adjourned at 6:45 p.m.

Upcoming Regular Trustee meeting date is Wednesday, August 14, 2013 at 5 p.m. in the Meeting Room.

Respectfully submitted,
Ann Hoey, Secretary