

Lower Level Renovation Joint Fundraising Meeting
Library Trustees, Lower Level Renovation Committee, and Friends of the BFL
In Meeting Room B, Municipal Building, 10 Grandview Road
June 3rd, 2015
APPROVED

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), Paris Awalt (Trustee, LLRC), Eric Anderson (Foundation, LLRC), Lori Fisher (Library Director), Ann Hoey (Trustee), Colleen Haggerty (Foundation, LLRC), Jeff Kipperman (LLRC), David Withers (Trustee, LLRC), Bill Cohen (Foundation, LLRC), Susan Hatem (Foundation, LLRC), Gary Nysten (LLRC, Bow Heritage)

Meeting called to order: 7:04 pm by Mark Leven.

Review of Minutes: The minutes from the May 6th, 2015 LLRC meeting were reviewed. Eric Anderson moved to accept them, Paul Rizzi seconded, and the minutes were approved.

Phase 1 Overview and Final Update: Lori Fisher gave the group a summary of phase 1, which has been completed except for the certificate of occupancy. There are three issues for certificate of occupancy - 1) the sign on the ramp going to the outside, 2) a light in the area of refuge, and 3) a light at the location for the emergency ramp. She anticipates that all these issues will be resolved by June 19th. Lori also said despite several unanticipated issues the cost overview put us \$28,000 underbudget. Lori noted that the internal stairs are open but not to the public yet as policies need to be in place regarding the use of the lower level areas, including the small meeting room and the study rooms. These things will be addressed at the Trustees meeting next week. Also, a memorandum of understanding with the Bow Heritage Commission will be reviewed with the trustees regarding the use of the Heritage room.

Recap of 5/27 Major Donor Event: Mark Leven thought the reception for major donors went great and made us look good. The Events sub-committee, with the help of Betsy from the library staff, really did a nice job. Gary Nysten, who prepared the presentation in the Bow Heritage room, said he heard all positive comments and that people seemed to be interested in how to help down the road. Gary reported that over the summer the Heritage commission will be planning how to set up the Heritage room and what to store in it. Lori said that most historical documents will not be put in until the end of phase 2 because of the need for climate control. Mark Leven did thank-you notes to the donors that came. Colleen agreed that the follow up is important and that next time the Events sub-committee will have a more thorough list. Eric Anderson suggested that at the next event (probably the fall) we may want to have a formal presentation or opening/welcome so attendees can have an overview of what is going on.

Foundation Board Report: Mark Leven updated the group - so far the total fundraising tally is \$186,851 (pledges and checks). Lori reported an additional \$1500 just came in.

Colleen Haggerty said that during the Foundation meeting there was discussion about improving communication to prevent slip-ups regarding who is being approached to donate, etc. Mark Leven noted it is better to over-share than under-share. Also, Bill Cohen is planning a move, so will need to be replaced on the Foundation board. Jeff Kipperman has a candidate.

PR Sub-committee: Eric Anderson showed the group the photos of the donor event, as well as the finished and unfinished areas of the lower level. These have captions done by Lori and have gone out to our various news outlets. Some will also be included in our solicitation packets. Gary Nysten did a poster for the Heritage room that was used at the donor event. Gary, Mark Leven, and Eric put together thank-you cards with Bow photos that Mark is already using. The 4-fold flyer is nearly finished - the PR sub-committee will finalize it and figure out when to send it out. There may be a local business person that can help us with the mailing. Chris Carey and Eric showed the group donor cards they developed for Lori to give the public a way to donate and to learn about the donor tree. The group selected green as the color for the donor cards. Lori will put them into circulation.

Events Sub-committee: Ann Hoey reported that now that the recent donor event is done, the Events group will get together to plan for a fall event, which they need to schedule early because the library room reservations will open up to the public soon. The date October 21st is proposed and will be considered. Gary Nysten notes the Heritage Commission will be having a state wide event June 18th where we can publicize, as well as a fall festival event.

Fundraising Sub-committee: Mark Leven reported each of the 4 solicitors on the committee took 10-12 contacts each and are approaching them. They are sending out pledge reminders, as well. He asked the group if any one thinks of a potential donor we should reach out to, let him know. The fundraising sub-committee can help with solicitations, but most importantly, they also need to maintain a donor/contact list. Lori told the group the donor tree and plaques will be in place for June 19th, with donations up to 5/7/15 represented. There is discussion among the group about relaunching the 100 for 100 campaign. It will be considered as a possibility.

Parking Sub-committee: David Withers, Lori, and Mark met with town officials and Attorney Uchida - a lot of issues were brought up so the trustees are officially hiring Attorney Uchida to help us get waivers from the zoning and planning boards. There is also second egress issue - there needs to be a certain set back from the road, but we don't know what the property or road boundaries are, so the trustees are hiring a land surveying company. We are looking for everything to be done by August.

New Business:

Public Unveiling June 19: Lori passed around a sign-up list for slots to help out manning stations near the donor tree and in the lower level during the June 19th event.

There was no public comment.

The next meeting will be Wednesday, July 1st, at 7pm in the upstairs meeting room in the Library.

Meeting adjourned: 8:02 pm, by Mark Leven.

Respectfully submitted,
Christine Carey