

**Lower Level Renovation Joint Fundraising Meeting  
Library Trustees, Lower Level Renovation Committee, and Friends of the BFL  
Wednesday, 8/7/2013**

**Present:** Mark Leven (Trustee), Tom Ives (Trustee, LLRC), Rita Morrison (President, Friends of the BFL), Ann Hoey (Trustee), Gary Nysten (LLRC), Christine Carey (Friend of the BFL, LLRC), Eric Anderson (LLRC), Jeff Kipperman (LLRC), Paul Rizzi (LLRC)

**Meeting called to order:** 5:52 pm by Tom Ives.

**Minutes:** Minutes from the 7/10/13 meeting were reviewed. Mark Leven moved to accept them as written, Eric Anderson seconded, and the minutes were approved.

**Foundation Establishment update:** Mark Leven has been in contact with Jim Hatem, who is helping with the 501(c)3 application for the Foundation. There is still some paperwork due back from a colleague so the application has not been sent in yet. Because of the concern that we will not get approval by the end of the tax year, the idea of using the Friends 501(c)3 status is put forth. The Friends could potentially set up a separate account and be a “fiscal sponsor.” Donations could be made tax-free into that account, and then the money transferred once the Foundation’s status is secured. A legal letter of agreement would have to be written. Rita Morrison and Christine Carey from the Friends agreed to discuss this with Lori Fisher and to reach out to Kathryn Michaelis, a Friend and a lawyer regarding this possibility. Mark noted that we have received our EIN (Employment Identification Number) and a certificate of recognition from the State of New Hampshire that the Baker Free Foundation is a charitable foundation.

**Parking Committee update:** Tom Ives and Gary Nysten have discussed leasing property with the town attorney and have drafted up a potential leasing agreement to have ready for an upcoming meeting with Bovie and NHADA. H.L. Turner architects drafted three possible proposals with cost estimates for adding approximately 30 spaces of parking to the library - Tom notes that trustees will probably not pursue the construction suggested at this time, but are going to continue with attempting leasing/renting spaces.

**Revised Time line:** Ann Hoey noted that the Trustees revised the time line at their last meeting. The ultimate goal/date of construction remains unchanged, but there has been some tweaking to when solicitations will start and end. The group agreed that ultimately we have to have some money raised before town meeting. There is general frustration within the group about our lack of progress.

**Solicitation Process Discussion:** A list has been compiled of potential individual and business donors. A small group will review and cull the list directly after this current meeting. This list will be compiled and some initial contact can be made to begin solicitation. The business breakfasts have not yet been rescheduled. Rita Morrison expressed frustration at our lack of progress and encouraged the group to set some dates for solicitation and/or breakfast meetings to start. Paul Rizzi asked for some solicitation folders so he can start contacting people. Christine Carey agreed to get the packages together immediately, although they may be lacking a few

things, such as the tax-deductible status letter/information, but that things can be added as they become available.

**Volunteer Administrative Assistant Update:** Ingrid White was not present, so there is no new update.

**Other New Business:** None.

The next meeting date will be **Wednesday, 9/4/13 at 5:30 pm** at the library.

The meeting was adjourned at approximately 6:40pm.

Respectfully submitted,  
Christine Carey