

LOWER LEVEL RENOVATION COMMITTEE MEETING
Wednesday, 11/9/2016, at 7 pm
In the Library's Upstairs Meeting Room
DRAFT

Call to Order: at 7:00 pm by Mark Leven.

Minutes: The draft minutes from the 10/12/2016 Lower Level Renovation Committee Meeting were reviewed. Rita made a motion to accept them, Tom seconded, and the minutes were accepted.

Foundation Board Report: Mark Leven reported that their next meeting is in December. The annual holiday cards are being put together, and it was thought that this could be a potential "ask" situation - Mark posed to the group if we should put the "ask" into the holiday card, or send it as a separate mailing. The group agreed it should go all together to save postage, etc., so Mark will work on getting an insert donation pamphlet for the holiday cards.

On the financial front - Mike Griffin reported through Lori that as of now we have \$259,898.80 available, with a total raised (including uncollected pledges) of \$264,598.80.

Library Trustee Report: Lori reported that Phase II of construction is essentially underway, with a few delays. There have been some problems with subcontractors, drainage, sprinklers, and egress but the trustees are expecting the process to start by Friday, with an anticipated end date in February.

PR Subcommittee Report: Lori and Chris report that the PR subcommittee has sent out the last of the business solicitation letters to area law firms, dentists, and orthodontists. They would like to send out another set of letters to addresses/streets in Bow with houses of high value, to make a personal/individual connection. Lori and Mike Griffin have cross-referenced these neighborhoods with those individuals who have previously donated. The PR committee plans to send solicitation letters to those people on those streets who have not donated yet. Mark will send out a list of the streets and other lower level committee members will choose a street and commit to writing a "hey neighbor" note on the solicitation letter. Chris and the PR committee will finalize the letter to send out with a tri-fold document.

The PR committee also plans to do another Bow Times piece with pictures of the ongoing lower level construction and a "donate by the end of the year" message. They will meet again within November.

Fundraising Update:

- a) Wreath Auction - Rita reported that everything is set, including police coverage and the liquor license. Wine and flowers and food are covered.
- b) Furniture/Appliances/Landscaping Update - Rita has been working on furniture estimates, but it is still unclear exactly what we will need as the construction work is

in flux - Lori suggested that we postpone any decisions until our January lower level meeting when we will have a better idea of what we need.

New Business: Mark suggested that we do not need to hold monthly meetings. The group discussed it, and the suggestion arose that we should probably meet in January to make sure donations/construction are on track, but other actions will be taken by subcommittee.

Public Comment: There is no public comment.

Next meeting: **Wednesday, January 11th, at 6:30pm**, in the Library's Upstairs Meeting Room.

Respectfully submitted,
Christine Carey