

Library Trustee Meeting  
Tuesday, July 26, 2018, 10:00am

Meeting called to order at 10:02

Trustees Present: Betty Strader, Ann Butler, Jonathan James, Lisa Garcia, Paul Eldridge

Absent with Notice:

Others Present: Jim McFarlin (head of fundraising committee), Sarah Johnson (alternate trustee), Kate Bishop-Hamel (consultant), Erin Apostolos (director), Matthew Gunby (head of circulation)

- I. Meeting with Kate Bishop Hamel re: Fundraising Study Final Report
  - a. Overwhelming support for renovation of library building.
  - b. 48 individuals interviewed. Limited seasonal residential representation.
  - c. Majority of people interviewed were aware of the renovation project and happy the building was staying on Main Street.
  - d. Most people unwilling to provide any sort of number for a donation/contribution.
  - e. Study shows between one and two million dollars most likely to be obtainable for fundraising.
  - f. Impact of DPW brought up on several occasions.
  - g. Capital campaign goal of 1.125 million dollars.
  - h. Awareness of other projects in the area.
  - i. Number of people mentioned value in Select Board and Board of Trustees speaking with one voice.
  - j. Confirming an RFQ would occur.
  - k. Drop-off area for seniors.
  - l. Recommendations given for potential donors and volunteer leaders.
  - m. Developing communication plan.
    - Send out regular updates of the fundraising process.
    - Developing media focused on the fundraising process.
  - n. Conversations about how spaces are utilized, particularly with regards to organizations and the spaces available in Meredith.
  - o. Discussion of report.
    - Data based on conversations with individuals and couples.
    - High level of interest in technology center.
    - Library outreach. Independent communication plan for ongoing library project. Weekly update sent out. Ask at desk for people to sign up for online newsletter.
    - Long-range plan: set goal for number of people to be following newsletter and other updates.
    - Capital campaign helps defray cost to tax base.
    - Estimated timeframe 3-4 months before IRS officially establishes Meredith Library Fund as 501c3.
    - Activities organization can undergo prior to official status requires clarification.
    - Engage potential donors now to see level of interest even though DPW may impact the calendar for this project and will likely not be clarified until October.

- Meredith Library Fund to draft new mission statement encompassing historic renovation, furnishings and equipment for the library as the focus of their fundraising efforts.
- Kate will correct the report and resend.

II. Do we need to meet with BOS again re Trustee/BOS relations?

- a. Rather than meet, a joint press release will be sent out between the BOS and Trustees outlining what has already been done and what remains to be done for the library renovation/expansion project. To be sent after Labor Day
- b. Garcia will draft this press release.

III. Projects needing spearheading:

- a. Find out what libraries in the area were renovated and when. How were they funded? Current square footage, size of meeting room(s), future plans for renovation. Betty is creating a list of libraries to contact. **Eldridge volunteered for this.**
- b. Meeting rooms in Meredith. Who has public meeting rooms? What is the availability? Are there any fees? What is the size? Any restrictions on use? How many people does it hold? List of potential places to contact: Meredith Police, Fire Department, Banks, Mills Falls, Town Hall/Annex, Community Center. **Garcia and Butler volunteered for this.**
- c. Fundraising Website: Need content for Website. Does not require any web knowledge or any asking for donations. **McFarlin will ask volunteers interested in helping the Fund to assist with this.**

IV. Meeting adjourned at 11:50AM.

Betty Strader



Ann Butler



Jonathan James



Lisa Garcia

Paul Eldridge