

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
22 MARCH 2009

Richard Ramsey, President called the special meeting of the Library Board of Trustees to order at 9:35 AM on Sunday, 22 MARCH 2009.

Attending:

Trustees: Richard Ramsey, President; Rebecca Pahl, Rita Stein, and Gail Sacco, Clerk

Building Committee: Jim Reilly, Chair; Georgia Gray; Michele Reilly, President, Friends of the Library

Excused: Robert Kent, Robert Parmenter, Bryan Richmond, Winnie Yu Scherer, and John Ten Eyck

Others Attending: Gail Brown; Anne Coletta, Linda London, Strategic Planning consultant

BUDGET: The Trustees reviewed the proposed budget for the fiscal year beginning on July 1, 2009, but came to no conclusion.

PUBLIC RELATIONS STATUS REPORT: Rita Stein presented a summary of public relations activities to date. The draft letter to the community was reviewed and discussed. The letter needs to make clear that, although the group recognizes now is not the time to seek money through a referendum due to the economy, the planning phase will continue because the library is vital to the community. There does need to be a larger building in order to serve the community.

Linda London expressed her admiration for the letter and the hard work that has gone into it. Gail Sacco reported that the letter will be mailed to postal customers in the district's zip codes. As it stands, costs of duplication, envelopes, and postage are approximately \$1,000.

CAPITAL CAMPAIGN PLANNING STATUS REPORT: Dick Ramsey presented a list of questions and concerns about the library's proposed capital campaign in support of building a new library in the future. Mission statement, funding structure, use of a professional fundraiser, grant possibilities, and donations were discussed. Samples of capital campaigns from other libraries were attached to the handout. Some essentials that were presented: the mission statement and schedule must come first in a capital campaign; must include an internet element; IRS 501(c)(3) rules are in the process of changing so we must stay on top of the changes.

Youth and Family Services Librarian Joyce Laiosa suggested that the library use the \$1,000 they received from the Micki Nevett Sparkler Award to kick start the fund.

FRIENDS OF THE LIBRARY STATUS REPORT: Michele Reilly reported on the status of FOL 501(c)(3) status. The name of the group has been changed, which was the required preliminary step in obtaining 501(c)(3) status. The group is in process of contacting the Council of Community Services for legal assistance with the filing and expects to receive the status this summer.

LINDA LONDON: The library needs to set up an endowment fund and seek bequests. She suggested we contact the Community Foundation, which can manage the fund for a small management fee. Fundraising ideas discussed were: restricted endowment for the planning, building, and maintenance of a new library; naming opportunity for the library (usually half of the entire cost); lower naming opportunities for rooms, collections, etc.; and different gift levels.

Linda London suggested that fundraising events not be used until kicking off the campaign, but that meanwhile FOL can have events to build the fund. It is important to already have a fund balance when introducing it to the community. Linda clarified concerns over possible increased operating costs of a new library: a portion of the capital campaign is to cover increased or start-up operating costs until the budget catches up.

NEXT STEPS: Dick Ramsey will research the Community Foundation. Linda London will be invited to a Board of Trustees meeting. Linda London will prepare a list of libraries she has worked with so we can contact them about their fundraising experience. Funding agencies and their parameters will be researched and a list prepared.

M (RR) S (GS) P: TO ADJOURN THE MEETING.

The meeting was adjourned at 11:25 AM.

Respectfully submitted,

Gail Alter Sacco, Clerk

Prepared by: Anne Coletta

ACTION ITEMS:

Lawyer/The Community Foundation

What agreements do we need?

What bank accounts do they recommend?

Who should sign?

Talk with Linda London

Funding structures

- Endowments

- Donations

Other Libraries

Make a list of contacts at other libraries that have gone through this process

Granting Agencies

NYSERDA

Kresge Foundation