



BETHEL PUBLIC LIBRARY

189 Greenwood Avenue, Bethel, CT 06801
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www.bethellibrary.org

MINUTES OF REGULAR MEETING

Bethel Public Library Board of Directors Development Committee

Thursday, August 2, 2012 at 6:00 p.m.

Library Meeting Room, 2nd Floor
189 Greenwood Avenue, Bethel, CT 06801

PRESENT: Tia Murphy, Chair; Mary O'Leary, Mary Spain, Lynn Rosato, Library Director, Terri Rotella joined at 6:05 pm

ABSENT WITH APPROVAL: Gary Passineau

CALL TO ORDER: Tia Murphy called the meeting to order at 6:00 p.m.

APPROVAL OF MINUTES: Terri Rotella made a motion, seconded by Tia Murphy, to approve the Minutes of July 5, 2012. Motion carried.

EVENTS 2012:

WINE TASTING – As the venue and date are now set, the discussion centered on the logistical and execution aspects of the event. Gary Passineau got all of the required signatures on the Temporary Liquor License application in record time. Tia will submit the application with the floor plan and the \$60 fee ASAP. The floor plan discussion included general patron flow, greeting and distribution of wine glasses and programs to attendees as they enter, raffle ticket sales and filling out name and phone number, positioning of the raffle baskets for optimum display and circulation, and other day of event concerns. Additionally, there is a space in the back room for display of Library centric material – to be determined.

Tia indicated that the numbered tickets were with Lynn Rosato, Library Director. It was agreed that at our August 23 Board meeting members would be asked to take some tickets to sell. Additionally, the promotional email and posting on the Library website would be on Monday, August 6. Circulation desk employees will be fully prepared to sell tickets as well as distribute held tickets for those patrons who reserved/paid tickets over the phone.

Lynn Rosato reminded us that the commemorative wine glasses need to be washed and brought over to La Zingara the day of the event. Committee members agreed to this task. She will ensure that a supply of pens, tape, raffle ticket collection and other items needed for the day of the event are present.

Terri Rotella brought the Committee up to date on the raffle donations. She informed the Committee that she had secured a round of golf, a very nice bottle of wine for the door prize, and was asking Bethel merchants for donations.

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Regarding the raffle assembly logistics and timing, it was agreed that Tia would send out an email to the Board members asking them to either bring their donations and their baskets to the August 23 Board meeting or drop them off at the Circulation Desk at the Library. Additionally, each Board member will be asked to donate a bottle of wine toward the baskets. Tia will ask Trisha Lewis to assist in assembling and labeling each basket.

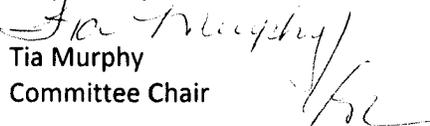
The final discussion centered on post event details such as writing thank you notes, compiling lists of attendees, post mortem on the planning/execution process and next year's event.

There was also a discussion about the raffle baskets and ticket pricing. It was decided that the pricing would stand as in previous years.

NEXT MEETING DATE: Thursday, September 6, 2012

ADJOURNMENT: Terri Rotella made a motion, seconded by Mary O'Leary to adjourn the meeting. The motion passed unanimously. Tia Murphy adjourned the meeting at 6:59 p.m.

Respectfully Submitted,


Tia Murphy
Committee Chair