



Bethel Public Library Board of Directors

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DEVELOPMENT COMMITTEE SPECIAL MEETING MINUTES

A special meeting of the Bethel Public Library Board of Directors Development Committee was held on **Wednesday, April 15, 2009, 11 AM** at the Library - 2nd floor conference room, 189 Greenwood Avenue, Bethel, CT 06801

Present: *LBOD members:* Bob Crnic, Lorraine Go, Richard Merritt, Leslie Mason
Volunteer Coordinator; Debbie Smith
Visitors: Thomas Mason

Absent: *LBOD members:* Daniel Gaita & Terri Rotella

- 1) **Call to Order:** Meeting was called to order at 11 AM.
- 2) **Approval of Prior Meeting Minutes:** Vote to approve the March 18th Development meeting minutes was tabled due to lack of required quorum of attending members. April 1st Meeting minutes were approved unanimously with motion made by Lorraine Go and seconded by Richard Merritt.

The next meeting of the Development Committee was scheduled for Wednesday, April 22nd at 11am in the 2nd floor conference room of the Library.

3) **Capital Campaign:**

A) Volunteer's Coordinator's Briefing:

- Debbie Smith has lined up at least 6 teen volunteers for the Bethel Blooms pansy sale
- Debbie has also gotten a contribution commitment for 50 pansy flats from Hollandia Nurseries and 10 pansy flats from Shakespeare Garden along with procuring 40 pansy six-pack handle baskets at reduced pricing from Caraluzzi's Bethel food market.
- Door prize raffle tickets will be given as an incentive for pansy flat sales
- Mrs. Smith circulated an estimated costs and profit sheet with a projected profit to exceed last year's total of \$ 1,200+ dollars.

B) Review Bethel Blooms Event Logistics and Schedule:

- Event day logistics and layout plans were reviewed and finalized.
- 10 door prize gift certificates from local retailers solicited by Bob Crnic, will be raffled off during the pansy sale as well. Suggested per raffle ticket donation levels were reviewed along with providing free raffle tickets as incentives for pansy sales.

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- To insure maximum pansy sales, Custom printed Centennial Celebration T-shirts and Sweatshirts will be displayed for pre-order sales only during the pansy sale.
 - Motion to rent a helium tank for upcoming fundraising and Centennial events was approved unanimously. Motion made by Bob Crnic and seconded by Lorraine Go.
- C) **Review rock concert event logistics and schedule:** Lorraine Go displayed written reservation for use of the General Purpose Room on June 6th from 6pm – 12 midnight for the purposes of holding a fund-raising Rock Concert. Band recruitment is currently underway.
- D) **Review and Finalize Sponsored Area Donation Chart:** Library Director Lynn Rosato presented the final draft of the Revised Sponsored Area Gift list and Naming opportunities Chart for committee approval. Motion made by Bob Crnic and seconded by Richard Merritt to present finalized drafts for full board approval. Motion approved unanimously.
- E) **Discuss town-wide donation solicitation mailer elements:** Bob Crnic committed to presenting a preliminary draft of the town-wide flier to the Development Committee for review at the next scheduled Development Committee meeting on Wednesday, April 22nd.
- F) **Discuss Corporate Solicitation Campaign:** Corporate donor list compilation and updating to be completed by Rich Merritt with assistance from Lynn Rosato. Bob Crnic suggested that LBOD members be given business cards to be used by LBOD members for Campaign Fund donation solicitation purposes and other public events. Motion made by Bob Crnic and seconded by Rich Merritt to recommend for full board approval that key LBOD members and development committee members be issued business cards. Motion approved unanimously.
- G) **Discuss placement of Donation Jars at library programs:** Motion made by Bob Crnic, and seconded by Leslie Mason to recommend for full board approval that Library staff be allowed to display Capital Fund donation jars at library program events. Motion passed unanimously.

4) Motion to Adjourn:

Motion to adjourn the meeting at 12:30 pm, was made by Rich Merritt and seconded by Leslie Mason. Motion passed unanimously.

Respectfully Submitted

Bob Crnic
Chairman, Development Committee