



## **BETHEL PUBLIC LIBRARY**

189 Greenwood Avenue, Bethel, CT 06801

203-794-8756 Fax 203-794-8761

[www.bethellibrary.org](http://www.bethellibrary.org)

### **MINUTES OF SPECIAL MEETING**

#### **Bethel Public Library Board of Directors Development Committee**

Thursday August 14, 2014

Morse Conference Room at the Bethel Public Library

**PRESENT:** Lisa Johnson Chair, Ted Stevenson, Mary O'Leary, Lynn Rosato, Library Director and Tia Murphy, Board Chair ex-officio

**ABSENT:** Terri Rotella and Robert Zupperoli

**CALL TO ORDER:** Lisa Johnson called the meeting to order at 6:00pm

#### **APPROVAL OF MINUTES:**

Mary O'Leary made a motion to accept the minutes of July 3, 2014 as presented, seconded by Ted Stevenson. Motion carried.

#### **FOOD & WINE TASTING EVENT:**

- **Liquor License**
  - Received and turned over to Lynn
  - Needs to be visible night of Event
- **Restaurants**
  - Lost Greenwoods & Bethel Chinese Kitchen. Lisa, Terri & Robert trying to get replacements
  - Tia to get forms to La Zingara. Tia to also ask Lisa if we can borrow Trays & Tray Stands night of Event.
- **Wine Glasses**
  - At Library – Need to be taken by Board Members, Washed and brought back night of Event.
- **Silent Auction Items**
  - We have a few baskets (Tia/Lynn, Ted, Mary/Carol, Lisa/Robin, Terri and Robert). We need more. Lisa to email all Library Board Members prior to next Meeting.
  - Three items picked from Winspire (Ted/Tia printing information for books)
  - Several items that Terri has gotten.
- **Tickets**
  - Tickets are done, handed out to Board Members that wanted them and the rest are at Library

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TOWN OF BETHEL  
TOWN CLERK

- Sold 6 as of this meeting
- Tickets were donated by Lawlor Printing
- Lawlor Printing also to donate Program Book
  
- **Set Up Day of Event**
  - Library closes at 2pm on Day of Event
  - 2pm – Set Up begins
  - 3p – 9pm Looking for 6 Student Volunteers (Lisa to contact school)
  - Library to remove/relocate computers and Library Items
  - Need to coordinate Trash Barrels from Park & Rec (Lisa to handle delivery & pick Up)
  - Library Board to set up tables according to diagram
    - Tables coming from Best Western. Lisa to coordinate with Linda Curtis who had Volunteer with a truck)
  - Set Up Linen (Lisa to get from Durant's)
  - Set up Silent Auction Items
  - Set Up Wine Glasses
  - Food Vendors Area for Set Up/Storage of their Items/Trash
  - Board Members to 'Patrol Area" during Event
  - 9pm Event concludes and clean up begins. Need all Board Members to assist in returning Library to how we found it.
  
- **Assignments for Library Board Members Day of Event**
  - Mary O'Leary to put together Assignments and seek volunteers at next Library Board Meeting to fill spots.
  
- **Additional Items pertaining to Event**
  - Lynn needs Program Information from Vendors and Central Package
  - Lisa/Ted to reach out to Central Package

**GRANTS:**

No discussion took place

**NEW BUSINESS:**

None

**NEXT MEETING DATE:**

September 4, 2014

**ADJOURNMENT:** Mary O'Leary made a motion, seconded by Ted Stevenson to adjourn the meeting. The motion passed unanimously. Lisa Johnson adjourned the meeting at 7:33pm.

Respectfully submitted,

Lisa Johnson  
Committee Chair