

**Lower Level Renovation Joint Fundraising Meeting
Library Trustees, Lower Level Renovation Committee, and Friends of the BFL
Wednesday, 7/10/2013**

Present: Mark Leven (Trustee), Tom Ives (Trustee, LLRC), Rita Morrison (President, Friends of the BFL), Ann Hoey (Trustee), Gary Nylén (LLRC), Eric Anderson (LLRC), Norm Williams (Friends of BFL member), Paul Rizzi (LLRC), Jeff Kipperman (LLRC), Lori Fisher (Library Director), Paris Awalt (Trustee)

Also present: Leah Shuldiner, LCS Associates

Meeting called to order: 5:40pm by Tom Ives.

Introduction of new committee members: Tom Ives introduced Jeff Kipperman as a new Lower Level Renovation Committee member.

Minutes: Minutes from 6/12/13 meeting were reviewed. A name mistake was noted in the list of those present. Mark Leven moved to accept the minutes with that correction, Ann Hoey seconded, and the minutes were approved.

BFL Renovation website: Lori Fisher provided a visual overview of the website, which is not yet public. She asked for input regarding the sub-pages under FAQ, and the group agreed to delete the Parking page, but leave the Baker Heritage Room page and the Meeting Room Need page. The last content needed for the website will be in place by 7/19, with a goal of launching the live site during the last week of July. The renovation web site will be linked on the library's home page, and will be promoted through FaceBook, Twitter, and the library e-newsletter. Lori will e-mail the group the non-public web site address so that everyone can look at the site in detail before it goes live, and get back to her with comments.

Solicitor & Donor information folders: In Chris Carey's absence, Lori passed around the sample solicitor and donor folders. There was discussion about including this group's contact information in the folders, and the group agreed to keep that list for the solicitor's folder only. Chris will be putting together the folders over the next two weeks.

Extended FAQ document: The group reviewed the Extended FAQ document for the solicitor folders, and approved it as written.

Foundation: Mark Leven indicated that while the paperwork has still not been submitted, the Foundation Board has a meeting directly after the conclusion of this meeting. Jeff Kipperman indicated that while the Foundation probably won't have a problem getting approved, it will take at least 45 days (possibly up to six months) for the approval to occur. Paul Rizzi expressed concern that if approval doesn't occur by the end of December 2013, any donations made before that date may not be tax deductible. Leah Shuldiner stated that the best way to deal with this uncertainty is to accept pledges until the Foundation's tax status is secure.

Parking Committee update: Tom Ives discussed an upcoming meeting between himself, Gary Nylén, David Ginzler (Bovie) and Peter McNamara (NHADA) to discuss leasing/renting

parking. Tom has been in touch with the town attorney, Paul Fitzgerald, regarding liability issues. Lori Fisher added that she met with our architect, Jay Doherty, and an H. L. Turner engineer to start the process to get answers to two parking questions: how many parking spaces can we fit on current library land, and how much land would we need to ask for from the Gordons to accommodate 26 more parking spaces and a drive to South Street. H. L. Turner will get an estimate of cost for this work to Lori within the next few days, and should be able to complete the work by August 1.

Solicitation Process Discussion – Private Appointments: Tom Ives asked the group to accomplish two things by next Friday 7/19: review the list of Bow businesses provided and note any personal connections or information that would help with solicitations; and create a list of individuals that you feel should be approached to make a major gift. Both of these lists should be dropped off to Lori at the library. Paris Awalt asked about identifying Bow residents that own businesses outside of Concord. Tom felt that information this group has about those individuals should be placed on the bottom of the last sheet of Bow businesses. Discussion ensued about how to identify individual prospects and not miss key people. Norm mentioned the list of key prospects created by the LLRC in preparation for the feasibility study. Ingrid has that list; Tom will ask her to provide Lori with a copy to distribute to members of this group. Once individual/groups lists are received by Lori by Friday 7/19, Tom will convene a small group meeting to cull the lists into a workable prioritized document so we can begin identifying and scheduling solicitations.

Solicitation Process Discussion – Business Breakfasts: Rita asked the group to identify who should be included for the first business breakfast, and whether this first event should occur on 7/24. After discussion of the purpose of the breakfasts, Leah emphasized the need for greater structure and focus for the initial events to ensure success. The group agreed to cancel the 7/24 date and set a new date after the lists have been culled as discussed above. Norm Williams asked about reaching out to organizations in town, and Mark Leven volunteered to compile a list of town organizations with a primary contact e-mail/phone.

Volunteer Administrative Assistant update: Ingrid White was not present, so there is no new information/action taken.

Other New Business: None.

The next meeting date will be **Wednesday, 8/7/13 at 5:30 pm** at the library.

The meeting was adjourned at approximately 7:00 p.m.

Respectfully submitted,
Lori Fisher