

**Lower Level Renovation Joint Fundraising Meeting  
Library Trustees, Lower Level Renovation Committee, and Friends of the BFL  
Wednesday, 9/4/2013**

**Present:** Tom Ives (Trustee, LLRC), Rita Morrison (President, Friends of the BFL), Ann Hoey (Trustee), Gary Nysten (LLRC), Paris Awalt (Trustee), and Lori Fisher (Library Director). Members Eric Anderson (LLRC), Jeff Kipperman (LLRC), Paul Rizzi (LLRC), and Mark Leven (Trustee) arrived between 5:35 and 5:50 p.m.)

**Meeting called to order:** 5:33 pm by Tom Ives.

**Minutes:** Minutes from the 8/7/13 meeting were reviewed. Gary moved to accept them as written, Rita seconded, and the minutes were approved.

**Foundation Establishment update:** Ingrid White, Foundation President, was not present to provide an update. Tom asked the group to come back to this issue when Mark Leven (Foundation VP) arrives.

**Parking Committee update:** Tom has tried repeatedly to make contact with Peter McNamara, President of NHADA, but due to vacations, etc. has been unable to set up a meeting. He will make every effort to hold a meeting with Mr. McNamara before the next Joint meeting, as well as meet with David Ginzler, owner of Bovie.

**New Business:** Ann and Rita drafted a business breakfast invitation letter for the scheduled date of Friday 9/27. Rita asked the group for feedback on who to invite, given the recent review of solicitation lists that has taken place. The discussion evolved into whether the breakfasts should be pursued at this point. Other members spoke about going to speak at various groups in town instead as a more effective means of getting the message out about the renovation. Suggested groups included the Men's Club, Bow Garden Club, and Bow PTO. In addition, a suggestion was made to have the Friends host open house nights at the library with materials. The group decided to pursue the individual group presentation visits, and forego the business breakfasts for the time being.

**Foundation Establishment update:** Mark did not have anything to report on the establishment of the Foundation, aside from the fact that he knows that the Foundation lawyer, Jim Hatem, needs some information that Ingrid White, Foundation President, was supposed to provide. There has also been no movement on obtaining a draft boilerplate fiscal sponsor document to share with the Friends in order to allow the Friend's 501c3 status to be used by donors when making a contribution to the lower level fundraising. A discussion ensued, and the Joint meeting was suspended at 6:17 p.m. for a brief library trustee meeting. The trustees voted that Mark Leven should contact Jim Hatem directly and get the foundation establishment paperwork finalized, and speak with Jim about a boilerplate for a fiscal sponsorship agreement that can be shared with the Friends. Joint meeting resumed at 6:20 p.m.

**Solicitation Process Discussion:** At 6:23 p.m., Tom moved to enter non-public session in order to discuss the solicitation list and prospects for the fundraising campaign. Gary seconded the motion. Individual polling of all members to enter non-public session was unanimous.

The group individually reviewed the list provided by Rita Morrison, compiled by a small group after the last Joint meeting (included Jeff Kipperman, Mark Leven, Gary Nyland, Chris Carey, and Rita Morrison). Paul Rizzi indicated that the list was not inclusive of the names he proposed to solicit. Gary stated the same concern about the list of names he is willing to approach. The group agreed to go back to the original list use by the small group, but with larger type font and better designation of which Joint group members were approaching each individual. Lori offered to compile that list within the next week.

Upon motion of Gary, seconded by Eric, the group was individually polled to leave non-public session at 6:47 p.m. The polling was unanimously in favor of leaving non-public session.

Because the minutes of this non-public session were not sealed at the close of the non-public session per NH RSA 91-A:3, the minutes appear here, in the regular public minutes of the meeting.

**Other New Business:** None.

The next meeting date will be **Thursday 10/3/13 at 5:30 p.m. in the library's Baker Room**

The meeting was adjourned at approximately 6:47 p.m. upon the motion of Ann, seconded by Tom, and unanimous vote of all present.

Respectfully submitted,  
Lori Fisher (on behalf of Christine Carey)