

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
1 JULY 2009

Richard Ramsey, President called the special meeting of the Library Board of Trustees to order at 6:40 PM on Wednesday, 1 JULY 2009.

Attending:

Trustees: Richard Ramsey, President; Robert Kent, Vice-President; Rebecca Pahl, Rita Stein, and Gail Sacco, Clerk

Building Committee: Jim Reilly, Chair; Georgia Gray; John Ten Eyck; Michele Reilly, President, Friends of the Library

Excused: Robert Parmenter and Bryan Richmond

Others Attending: Anne Coletta

ANNOUNCEMENTS/UPDATES: Opening statements by Building Committee Chair Jim Reilly: Fundraising is a high priority because bidding specifications need to be ready within 15 months or so while construction costs are down. Gail Sacco emailed Jim Ryan, Chief of Facilities Management, at Atlas Copco to gauge their interest in purchasing the current library building. Sacco also reported that Winnie Yu had resigned from the Building Committee.

FUNDING: FUNDRAISING COMMITTEE: John Ten Eyck opened up discussion about creating the fundraising committee for the building project. Membership makeup of this committee is crucial: members need a legal resource, accounting resource, as well as someone experienced in capital campaigns, et al. Residency in the library district is preferred. Linda London is available for paid work on the fundraising committee. John Ten Eyck also suggested Lynn Pauquette, Parsons Family Center's campaign officer, for membership on committee. John Ten Eyck and Jim Reilly suggested John D'Aleo, CPA, for membership on the committee. Jim Reilly and Dick Ramsey will serve on this committee.

MOTION: M (RS) S (RCP) P: TO CONSTITUTE A FUNDRAISING COMMITTEE WITH JOHN TEN EYCK AS CHAIR.

FUNDING: RESEARCH UPDATES: Dick Ramsey shared two handouts: (1) Creating the 21st Century Library: An Introduction to Building, Renovating, or Expanding Your Library (architects' presentation); and (2) Ten Steps to a Strong Donor Relationship (Washburn & McGoldrick, Inc.). Gail Sacco presented the Westport Library, CT, website's donation page and discussed the various ways in which people can give to their library.

MISSION STATEMENT: Rebecca Pahl handed out three options for the Building Committee Mission Statement; presented the Milton Library, MA, website's Building

Program pages; and handed out copies of the Table of Contents of the Milton Public Library's Building Program. Mission Statement options one and two were discussed. A suggestion was made to use the shorter mission statement and then put goals and objectives in bullets underneath. Discussion was held regarding the library's services and a suggestion was made to modify the fundraising mission statement is to "expand and enhance library services by constructing a new building."

The committee needs to identify key community values; e.g. what makes the Voorheesville Public Library unique. Gail presented various library campaigns designed by Communication Services (Libby Post) on www.commservices.net.

LIBRARY VISITS: Gail Sacco and Michele Reilly conducted a detailed tour of the library in order to prepare members for visits to other libraries. Georgia Gray provided a Proposed Questions/Checklist for Library Visits which will be used to prepare for and document library visits.

M (RK) S (RCP) P: TO ADJOURN THE MEETING.

The meeting was adjourned at 9:00 PM. The next joint library board/building committee meeting will be scheduled for September 2009.

Respectfully submitted,

Gail Alter Sacco, Clerk

Prepared by: Anne Coletta