

Library Building committee

May 8, 2014

12:14 pm call to order.

Attending: Molly MacAuslan, Jay Sherma, Greg Marles, Jeff Shedd, Frank Governali, Kate Williams Hewitt, Kathy Ray

Approval of Minutes: Kathy moved and Molly seconded to approve the minutes from the May 1, 2014 meeting.

There was a meeting on May 7, 2014 with the Architects and the school department to discuss the security fencing around the discovery area for the proposed Library. The results of the meeting were presented by Greg Marles to the Building Committee. The walkway will be proposed to go behind the Spurwink School. Kids coming up along the walkway will be stopped by a potential gate, so line of sight is not interfered with. There will be a change in fencing. The discovery area will be surrounded by a stone wall with a gate for a peekaboo look. The fire chief wants to be sure that the fire lanes stay open at all times. Signage will also be put in place to identify the fire lane as well as the school playground hours to discourage the public from entering during school hours. This will be presented for Planning Board submission.

Input and outreach. Jay has put together a group email address for the public to communicate with the Building Committee.

Events update: Molly updated the committee for Martha on the distribution of brochures. The brochure was discussed and changes proposed. Frank will do some adjustments and send to Molly.

Memorial Day parade.

Family Fun Day Booth with an activity. Kate will talk with the person who did the water balloons last year to get the details. A suggestion was made to add a bake sale item.

Strawberry Festival

Photo at Pond Cove Annex.

The committee reviewed the presentation for Monday night's presentation to the Town Council and made some changes.

Kathy updated the committee on the reception at the Pond Cove Annex on May 18, 2014 at 4:00pm.

A Video will be done by Tucker Pillsbury as part of his STP, supervised by Bill Maxwell.

Jay talked about the webpage for the Library with a new banner and QR code that can go on all brochures. He said that we can buy an address that will redirect people to the web page. The committee worked on the look of the banner. Jay said that after the council signs off on the project, we have to discuss whether we go into a sales mode or look into a PAC.

Naming Opportunities: Frank

Beverly Sherman, Blaine Grimes, Ken Piper, and Frank Governali will be developing a proposal for the Library Building Committee regarding policies and strategies for fund raising and donor recognition in the new Thomas Memorial Library. Bev, Blaine and Frank met on May 6, 2014. These notes capture the discussion and some conclusions:

1. We agreed that we should plan for recognition in the new library for donors of \$5000 or greater in the form of individual plaques – associated with designated areas (35 possible locations have been identified).
2. We agreed that the campaign should definitely contemplate a broader community outreach for support, to provide the opportunity for donors of all levels to participate. This part of the campaign should be conducted following the referendum, to simplify paperwork (i.e. no need to deal with "contingent pledges") and also to take advantage of the momentum following a successful referendum in which many members of the community could step forward and participate with the knowledge that this will indeed happen.
3. All donors will be recognized on a "donor recognition" wall – the design of which will be determined by the architects/ building committee. A budget and design will need to be established for this purpose.
4. We determined that we should set a policy that payments for campaign pledges be made in full within a two year window (concluding in Dec. 2015) to coincide with the completion of the library construction and to align with a celebration event for the opening and for all donors.
5. We all agreed that the Foundation should be prepared to accept gifts of stocks/securities. Blaine confirmed today with Joel Bassett that TMLF should already be set up to do so.
6. We recommended that estate gifts would not be appropriate for this campaign as receipt of the gift would need to be confirmed by December 2015. Estate gifts would be encouraged and gratefully accepted for an endowment fund which could be established.

7. There is a meeting scheduled on May 22nd to discuss prospective donors and to begin to work on a gift table for the campaign. We anticipate that this meeting will help us consider how to set the appropriate gift levels for recognition of various spaces in the library as we need to better understand what the composition and size of gifts might be by getting more specific. After that meeting (or potentially two meetings of the donor prospect committee) we should have enough information to provide a naming recognition table to the Town Council for approval of minimum gift levels for each location.
8. We will recognize entities (corporate or foundation gifts) alongside individuals and will not distinguish between the groups for recognition purposes.
9. Named space recognition will be considered permanently attached to the function of the room. So if a donor is recognized for a study room and that room is later changed to have another function, the intent would be to move the donor recognition plaque to the new location where that study room is relocated. This is important because TML is being planned as a place where functionality could evolve and space use could change. We will need to be transparent and proactive in communicating this with all donors who make gifts for named spaces.

Decisions that still need to be made:

- How will donors be listed on the donor wall? By gift amount (in some sort of groups) or alphabetically (with no distinction between levels)? Will naming level (plaque) donors also be recognized as part of the larger group list?
- Who will have the authority to "approve" the recognition for a naming level gift? If a situation arises where more than one donor would like to gift a named space, how will this be managed?
- Who will be the primary signatory for pledges (to accept gifts and payment terms)?

Updates on the transition. The Spurwink School is the top contender for the library transition. The cost is about \$107,000, which will also put the Spurwink School in shape for future use. The churches of St Albans and St Barts are being considered for some programming space. Greg said he is checking on using Community services for some storage.

The meeting adjourned at 1:56pm.