

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!

Building Expansion
Board of Trustees Meeting
August 3rd 2023, at 7PM

Present: Nancy Mayland, Chair; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Dan Szczesny, Director; Hope Garner, Librarian.

Absent: Marilyn Cavanaugh, Treasurer

Also in attendance were Potential Foundation Members: Kathy Perrin, Allison Rickenbach, Peg Neveu, Amanda Martinelli, Fay Hanscomb, Pat Allard, Andrea Galasso

Nancy Mayland called the meeting to order at 6:06pm

Campaign Steering Committee/ Fundraising Committee:

- Welcome Sarah Andrews, our newly hired Fundraising Consultant. She gave an overview of her company and what she will be working on.
- Amanda, Kathy, Allison, Peggy and Andrea foundation members and Cindy will be the trustee liaison, along with Dan.
- Today Dan got the conceptional drawings that have gone to the CM. Primarily surrounding the tearing down of, the second set will be what is going to be built. Then by August 29th we will get our budget for the project.
- Discussion of how the town has been feeling about the expansion. Sarah said that it's good for us to keep track of both the good and the bad feedback we get about the expansion.
- Mentioned different varieties of contacting people. Ways to get communication out.
- Also how we can capture donations, on line, in person and keeping track.
- Email list for library website and mail chimp newsletter, Town Crier and email list from friends.
- Massabesic Seniors Group, other ways to reach out to people who don't use social media.
- Sarah will be able to help us hone in on action items. Help us come up with bite size pieces of communication and how to get it out.
- There will be a lot of moving pieces. Sarah will write up a strategy to review at the next meeting.
- Discussion about different types of fundraising, sponsorships for rooms, big contributions before we go into smaller donations and things like brick fundraising.
- Roll of fundraising: it's like inviting people to a party, some come, some can't, some don't rsvp. We all are going to be an "inviter". Sarah said to ask ourselves "Could I make a

meaningful contribution to this project in the next month, and could I invite someone else to have that same passion and also make a meaningful contribution?"

- If we had a "get together" with wine and cheese and have a few foundations members there, and maybe other passionate people, talk for 5-10 min about the project and have the information table at the get together. Need 8 weeks to plan it.
- Nancy talked about forming a foundation and working with Terry Knowles. Three things needed to set up the foundation: file with the state, go to the IRS for the tax exemption, pay for the tax-exempt letter.
- Cindy asked Sarah to come to the Friends Mtg to discuss asking the Friends to use the Friends 501c3 to open a second bank account and give the operating functions of that bank account to the foundation liaison. We need to find someone with more of a financial background to help out.
- Nancy asked about getting a press release.
- Discussion about meeting twice a month.
- Next time Sarah will look for email lists, list of businesses, a graphics arts person, a financial person, other people with talents could contribute to the steering committee. She will send out an email before the next meeting.
- We will keep meetings to an hour in the future.

Next Meetings:

Friends Meeting Monday 8/7 at 7pm

Trustee meeting Monday 8/14 at 7pm

Tuesday Steering Committee 8/15 6pm

Motion to adjourn made by Nancy Mayland/ Liz Michaud 2nd. All in favor.

Meeting adjourned at 9: 42pm.

Liz Michaud, Secretary