

NORTH VALLEY PUBLIC LIBRARY
FUND-RAISING COMMITTEE MEETING
AUGUST 6, 2012

CALL TO ORDER AT 5:00 P.M.

APPROVAL OF AGENDA

NEW BUSINESS:

1. Cultivating a donor list
2. Prospect list form
3. To do list
4. Event planning for the NVPL Foundation
5. Grants
6. Status of Melissa Bangs

Adjourn

NORTH VALLEY PUBLIC LIBRARY
FUNDRAISING COMMITTEE MEETING MINUTES
AUGUST 6, 2012

ATTENDANCE:

Joanne Charbonneau
John Conlan
Rachel Courteau
Desiree Dramstad
Caitlin Kempainen
Karen Powers

Meeting was called to order at 5:00 P.M.

Agenda was approved as written and presented.

NEW BUSINESS:

1. Cultivating a donor list. Melissa Bangs has provided a donor and prospect list for the Committee to use. This form will be used to compile a donor database. Karen will coach Committee members and staff on how to use the form at a future time. Library Board members will be given the prospect list form at the next board meeting.
2. Prospect list form. There may be a need to purchase a fundraising software program to track donor database.
3. To do list. The to do list written by Melissa for the Fundraising Committee was reviewed.
4. Event Planning for the Foundation. There will be a possible event hosted at the Stevensville Hotel, depending upon approval by the owners. A possible date might be September 23, 2012, from 4:00-6:30 P.M. This event would be used to increase the number of people interested in assisting the NVPL fundraising effort. An invitation to selected community members who may want to assist with the fundraising event. The invitation will list possible volunteer jobs/ assignments for people to do with the fundraising committee. Karen will work on a bullet list of jobs for the invitation and Desiree and Caitlin will work on the RSVP form. Blacksmith Brewery is a possible provider of alcohol for the event. Another possible event might be held in conjunction with Library First Friday events. The event might include carnival games.
5. Grants. A library facility feasibility study is being worked on as a supporting document for future grants.

The meeting was adjourned at 6:30 P.M.

THE NEXT MEETING OF THE NVPL FUNDRAISING COMMITTEE WILL BE SUNDAY, AUGUST 19, 2012, AT 10:00 A.M. IN THE COMMUNITY ROOM OF THE LIBRARY.