



311 North Spring Street, Beaver Dam, WI 53916

**BOARD OF TRUSTEES
FUNDRAISING COMMITTEE MEETING MINUTES
Wednesday, April 24, 2024, at 5:00 pm
Location: Library Board Room with Zoom Attendance Option**

Call to Order

Meeting called to order at 5:01 pm by Committee Chair Kevin Luebke.

Members Present: Kevin Luebke; Mike Devitt; Frank Ferree; Rob Meyer

Members Excused: Liberty Bell; Eric Schumacher-Rasmussen

Also Present for all or part of the meeting: Sarah Cournoyer, Library Administrator; Nathan Thiel, City Administrator

Approval of Minutes

On motion by Devitt, seconded by Ferree, the Committee approved the minutes of April 10, 2024.

Fundraising Campaign – Pledge Agreement Draft

Devitt wanted to discuss with committee before drafting a form as pledges are a schedule of anticipated payments. Thiel offered to share the City's Pledge Form with Devitt and Cournoyer will send him examples of other WI libraries' current forms. Meyer recommended careful consideration of pledges due to the short-term nature of the fundraising campaign and the Library Board's commitment to moving forward with the project in October 2024, which would mean that funds pledged might not be available for expenditure for construction costs.

Fundraising Campaign – Events

Donor event - Draft of invite letter reviewed. Cournoyer will order 500 of each brochure to have enough for all invites.

Community event – Back to the Future Extravaganza – Cournoyer briefly reviewed the City's special events packet in Bell's absence. They will continue coordinating the event and submit the completed packet by May 13 to comply with the City's Special Event Timeline.

Fundraising Campaign – Marketing Materials

Cournoyer informed the committee that due to an unanticipated leave, BDHS students cannot do the design work. Westphal can complete the design and production of the signs within the timeline, so Cournoyer will submit the Library Board approved content and design direction to them for three coroplast posters.

Fundraising Campaign – Thank You Process

No discussion on topic.

Prospective Donors

On motion by Meyer, seconded by Devitt, and approved unanimously, the committee adjourned to closed session pursuant to Wisconsin Statute 19.85(1)(f), to consider financial data or personal histories of specific persons. Specifically, to discuss data regarding library donors and/or potential donors.

On motion by Meyer, seconded by Devitt, and approved unanimously, the Library Administrator and City Administrator were invited to attend the closed session.

On motion by Ferree, seconded by Devitt, and approved unanimously, the committee reconvened in open session.

Items for future Agendas – Pledge Draft (Devitt), WBEV, Events and Event Volunteers

Next Fundraising Committee Meeting Date is Wednesday, May 8, 2024, at 5 pm.

Next Regular Library Board Meeting Date is Friday, May 17, 2024, at 7:45 am.

Adjournment

On motion by Devitt, seconded by Ferree, the Committee adjourned at 6:03 pm.

Recorded by,
Sarah Cournoyer, Library Administrator