



311 North Spring Street, Beaver Dam, WI 53916

**BOARD OF TRUSTEES
FUNDRAISING COMMITTEE MEETING MINUTES
Wednesday, May 8, 2024, at 5:00 pm
Location: Library Board Room with Zoom Attendance Option**

Call to Order

Meeting called to order at 5:00 pm by Committee Chair Kevin Luebke.

Members Present: Kevin Luebke; Mike Devitt; Rob Meyer; Eric Schumacher-Rasmussen; Liberty Bell

Members Excused: Frank Ferree

Also Present for all or part of the meeting: Sarah Cournoyer, Library Administrator

Approval of Minutes

On motion by Devitt, seconded by Bell, the Committee approved the minutes of April 24, 2024.

Fundraising Campaign – Pledge Agreement Draft

Devitt provided a draft form. Discussion followed with consensus for Cournoyer to update the form as noted, add to website, and to add the Naming Rights and Recognition Opportunities menu to the back of the pledge form.

Fundraising Campaign – Events

Donor event – Cournoyer stated that invites were sent to Beaver Dam Area Chamber of Commerce members, three donors to the renovation project, as well as the additional donors identified. Luebke and Cournoyer will discuss RSVPs after May 15 to determine room location and refreshments. Luebke and Bell volunteered to give tours to prospective donors; they will coordinate a date and time with Cournoyer to practice.

Community event – Back to the Future Extravaganza – Based on discussion of potential activities, the event will take place from 11am to 2pm. Cournoyer and Bell to meet on May 9 to complete the City's Special Event Permit materials.

Future fundraising ideas for fall include a silent auction and possibly an event at Ooga. Meyer is willing to help solicit donations for silent auction items.

Fundraising Campaign – Marketing Materials

The committee reviewed the proof of the poster. Cournoyer will relay design/content feedback to Westphal.

Prospective Donors

No discussion necessary at this time.

Items for future Agendas – Fundraising: Matching Challenge and Fall events

Next Fundraising Committee Meeting Date is Wednesday, May 22, 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 Bell, the Committee adjourned at 6:10 pm.

Recorded by,
Sarah Cournoyer, Library Administrator