



311 North Spring Street, Beaver Dam, WI 53916

**BOARD OF TRUSTEES
FUNDRAISING COMMITTEE MEETING MINUTES
Wednesday, June 5, 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; Eric Schumacher-Rasmussen; Liberty Bell

Members Excused: Frank Ferree; Mike Devitt; Rob Meyer

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

Approval of Minutes

On motion by Schumacher-Rasmussen, seconded by Bell, the Committee approved the minutes of May 22, 2024.

Fundraising Campaign – Events

Donor event – Luebke said he was pleased with participant responses at the event. All Board members available attended, which was beneficial. Bell said the tours were also positive and there was good feedback for the concept and amenities in the renovation. Luebke said there was good PR with articles on Daily Dodge and in the Daily Citizen. Cournoyer is preparing to send the press release with the Keller donation photo.

Community event – Back to the Future Extravaganza – Bell has confirmed a second food truck, Lucia's Cocina and is also in contact with kettle corn vendors. Bell will check if the bounce house has liability insurance. She also stated that DeLorean rentals are expensive, but she did find a DeLorean photo prop on Amazon. Bell is also looking into a 50/50 raffle and its requirements. Cournoyer will provide DPW and City Engineer with sketch of parking lot layout for the closure and set up of tables, bike racks, and trash barrels.

Cournoyer stated she is waiting for a call from Ameriprint for the t-shirts for trustees and staff, as well as details about the online store for fundraising t-shirts. After discussion, the committee's recommendation is to set the price at \$20 for the t-shirts.

Cournoyer presented the Fleet Farm hot dog sale offer to the committee. After reviewing the details, the committee's recommendation is to accept the offer and hold the fundraiser. Luebke, Schumacher-Rasmussen, and Bell are all able to volunteer to work at the event. Cournoyer has a library program

and is not able to assist. A minimum of four volunteers are needed, so the committee will recruit other volunteers.

Fundraising Campaign – Marketing Materials

No discussion on topic currently.

Prospective Donors

No discussion necessary currently.

Items for future Agendas – Fundraising: Matching Challenge, Fall Events, \$40 for 40 Years

Next Fundraising Committee Meeting Date is Tuesday, June 18, 2024, at 5 pm.

Next Regular Library Board Meeting Date is Friday, June 14, 2024, at 7:45 am.

Adjournment

On motion by Bell, seconded by Meyer, the Committee adjourned at 6:01 pm.

Recorded by,
Sarah Cournoyer, Library Administrator