

**Waterboro Library  
Building Committee Minutes  
March 21, 2005**

**Attending:** Ruth Blake, Wendy Carter, Steve Chamberlain, Tom Cyr, Rit Pinette, Libby Roundtree, Jack Seery

The meeting was opened by Tom Cyr, Chairman. Minutes from the previous meeting were accepted as written.

Rit discussed the progress made to date on the property selection. He briefly mentioned the referendum question regarding the library request of \$10,000.00

Libby brought the committee up to date with the Friends of the Waterboro Library. They have a number of activities proposed for the library, the Mega Sale being the largest and most profitable fundraiser. This event will take place in July.

The board is still waiting for the 501 c (3) application to be approved. Details on the Articles of Incorporation with the official seal indicating the non profit status are being forwarded.

A Walk-a-thon is under consideration as a new fund raiser. No details are available at this time.

Steve distributed a number of catalogues which he has received following his request for proposals. He contacted 27 companies and has heard from 5 to date. The material was very interesting and gave the committee members an opportunity to view works completed by these 5 companies. Steve expects more responses to follow shortly. It was decided that a committee would be formed to create an informational bulletin board to be viewed at the election location on April 22nd and at the town Meeting in the High School on April 23rd. Residents will have the opportunity to express their preference of building type and style. Tom Cyr and Steve chamberlain will work on this project.

Libby will arrange coverage at the tables for Friday and Saturday of Town Meeting weekend. Rit Pinette and Wendy Carter will work the 7-9 AM shift on Friday.

A Capital Campaign Sub-Committee will be established and function as an umbrella for all fund raising efforts. The Capital Giving, Friends, Grants and Capital Fundraising will be included under this canopy. Jack moved to accept this sub-committee as the coordinating body for the library building project. Ruth seconded the motion. There was no discussion and the motion passed 6-0-0.

Jack volunteered to be the liaison for the Building Committee and will interface all other activities and report back to this committee. Steve made the motion to accept Jack as the liaison. Seconded by Wendy. No discussion. Vote 6-0-0

On June 14 there is a workshop regarding Capital Campaign projects. Libby volunteered to attend. More information will be forthcoming.

Ruth has had a few responses to her initial e-mail to libraries asking for information about their fundraising efforts for various projects. Some indicated that hiring an outside organization to do the fundraising was the most successful. This will need to be considered carefully.

Jack distributed a draft of a letter asking for help and volunteers who may have experience in Capital Campaigns and fundraising. With possible modifications, this will be published in the local paper.

A slogan will need to be developed.

Casual workshops may be held to review the design issues proposed by the various architect companies. The next meeting of this committee will be held on April 14<sup>th</sup> at 6:00.

Respectfully submitted,  
Wendy Carter, Secretary