

## Library Board WG meeting minutes

Date: 25Aug2025	recorder/facilitator: Mayla
In attendance	Justin, Leslie, Margaret, Susan, Laura, Kate, Marianne, Barry, Melanie, Beth
Absent	Adam, Jesse
Links	<a href="#">Slides</a> , <a href="#">video</a>

### Executive summary

The meeting charter was reviewed. Melanie Dodson was introduced to the BoT and expressed enthusiasm for the renovation project. Revised architectural plans were discussed and most of the BoT were not impressed by the simplified, more affordable option. Jesse has several suggested edits. Major fundraising will be needed if a more impressive plan is chosen.

### Action items

task	owner	due date	status
Revamp BoT pledge form, then distribute to BoT	Melanie, Susan	29Sept2025	assigned
Post new meeting dates on CFL calendar, Google calendar	Laura	5Sept2025	assigned
Send feedback about plans to Jesse	BoT	5Sept2025	assigned
Add estimated costs to each plan	Jesse	5Sept2025	assigned

### Meeting minutes

- Defined these meetings - edited meeting charter
- Met Melanie Dodson and hearing about her role
  - Acknowledges work involved in renovation project, and believes community will be supportive
  - Currently is in process of assembling campaign committee, including village residents who have relevant networks, hoping to begin meeting in October, anticipating it will work closely with BoT
  - Intends to lift some work from BoT, particularly donor solicitation
  - Committee will identify potential donors, solicit and cultivate
  - BoT is expected to contribute, participate, attend events, be a scaffold
  - CoW proposes major gifts will be promised/in-hand before going public by May
  - Timelines depend on BoT finalization of plans, budget, additional funding
  - Is confident in CoW and Cassandra, who we have engaged for 6 more

- months beginning in Sept
  - We will obtain Cassandra's input before her contract ends; she should have us well-positioned by that time to continue on our own
- Pledge form
  - We want to tell donors that 100% BoT has donated, outside of annual appeal
  - Amount pledged will not be made public or shared among BoT
  - Pledge before next BoT meeting, Sept 8, 2025
  - Send pledge forms to Cassandra with amount and signature, but the actual donation can be done at a later date.
  - Form to be updated by Casandra, Susan, Melanie, with more details about installments, different payment methods, earmarking pledges to "Capital Campaign, by BoT"
  - Annual appeal vs. capital campaign donations are to be differentiated
- Budget for renovation - should be tracked, separate from main library budget, with separate oversight and responsibilities
- Each BoT members' committee assignments were reviewed
- Reviewed and watched a video by Jesse about the revised building plans submitted by BRMA
  - a simplified plan (\$4-5M) includes a narrow entry from parking lot, without entry through Children's, but without wow factor, no patio, no significant increase in Children's space
  - There is no significant change in meeting space, and renovations will not seem like much to the public
  - If we want the \$12M renovation, we must be willing to commit to fundraising on a bigger scale
  - Phased renovations would be difficult since core functions (plumbing, electrical) are in the building's center and will affect all changes
  - Jesse made revisions to simplified plan and shared them with BRMA. These changes include changes to the children's program room wall and configuration of the staff area, positioning of bathrooms etc.
  - BoT are to send their feedback to Jesse before the next BoT meeting
  - if we want a larger renovation than the basic, would need more than solely donors in the community; finance is major determinant
  - Consider the must-haves first and then what can be built beyond these
  - Could cosmetic changes contribute to "wow" factor?
  - Add estimated costs to each drawing
- Created a calendar of meeting dates
  - 18Sept - agenda includes bonds, finance
  - 16Oct
  - 20Nov
  - 18Dec
  - 15Jan
  - 19Feb
  - 19Mar

