

**MINUTES**  
**LIBRARY CAPITAL CAMPAIGN STEERING COMMITTEE MEETING**  
**APRIL 25, 2019**  
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**LIBRARY CAPITAL CAMPAIGN STEERING COMMITTEE MEETING**  
**APRIL 25, 2019**  
**9:30 a.m.**

**CANYON WREN COUNSELING BUILDING (aka LOG HOME)**  
**1102 N. HIGHWAY 197**  
**MAUPIN, OREGON**

**PRESIDING:** Ingrid Dankmeyer, Westby and Associates

**COMMITTEE MEMBERS PRESENT:** Sue Knapp, Jon Helquist, Frank Kay, Donna Henderson.

**COMMITTEE MEMBERS ABSENT:** Rani McPherson, Denny Ross

**Visitors Present:** Karen Dupuis, Lynn Ewing

**APPROVAL OF MINUTES (Meeting of March 29, 2019):** Several corrections were noted. Motion to approve the minutes of March 29, 2019 was made by Donna Henderson and seconded by Frank Kay. Approval was unanimous. Signatures were obtained for the final meeting minutes of February 26<sup>th</sup> to be placed on the website. It was noted that all previous meeting minutes (not in correct format) are on the website.

**APRIL 6<sup>TH</sup> EVENT REPORT OUT:** Frank led the after-event discussion. A total of \$54k was raised during the event that included the \$20k challenge donation, \$16k from contractors, and other individual donations. Most funds have been received. Sue indicated another key person to keep in loop on fundraising events should include Sharon DeHart as she was not aware of the fundraiser on April 6th.

**GRANT WRITING UPDATE:** Ingrid shared several documents on grant writing status, including a spreadsheet on grants and timing, and a pie chart on funding status. Pie chart is an optimistic presentation. Other pieces will be added.

**Ford Family Foundation:** Big grant potential (\$250k); feeling optimistic. A site visit will occur on May 15<sup>th</sup>. Apparently, FFF was very specific as to the representation. Attendees will include Frank Kay (fundraise), Councilor Susan Wright (Construction), DeOra Patton (Finance), Mayor Ewing (meeting space), and someone from Advisory Committee (Kyle or Keelia).

**Oregon Community Foundation:** A decision will be made in May for a \$30k grant.

**Claybough Foundation:** Our application for \$15k was denied. No explanation provided.

**Reser Family Foundation:** The LOI was accepted and they green-lighted us for the application. They require that we be 70% funded for capital campaigns; we are currently at 66% funded but outcome of fundraiser should put us at 70%.

**Murdock Charitable Trust:** A letter of inquiry will be submitted in mid-June. No deadline.

**Rose E. Tucker:** We were invited to apply.

**Oregon Cultural Trust:** The Dalles/Wasco Co. Library Foundation is a sponsor allowing us to submit a \$30k application request. Not only can they help programmatically in the future, but their sponsorship opens doors for us to use this 501c3 for other purposes. As this arrangement is formalized, we will need to consider how to cover their administrative costs.

**National Endowment for Humanities:** Very competitive; will place on back burner for now. Needs to be more programmatic.

**Wasco County Commissioners:** They are still working on process and protocols to provide funding.

**Library Advisory Board:** Outreach letter has been rewritten. Meeting time has changed.

**Grant Training:** Sue spoke about grant-writing training she will be taking and will be writing a technical assistance grant with FFF. With grant funds, assistance from a consultant could help us develop a 'toolbox' for addressing/advancing diversity, equity and inclusiveness. She will have a grant proposal ready to go by end of June. This training will help both the library and clinic.

**Misc Contacts on Funding/Donations:** Frank met with John VonShlagel (homeowner in Dant), requesting a possible \$100k donation. John is with Endeavor Capital Management (a key investor with OCF, Murdoch and Ford). Other Dant homeowners could be potential donors, but this could be in competition with clinic fundraising. She will be talking to the Deschutes Club in mid-May. Don Jacklin is also writing a letter to Allen Ford to request a gift.

**Friends of the Library:** Frank suggested a Friends of the Library group could help raise funds for construction or programs and be an entity that outlives the steering committee. This would not be advisory, but be a 501c3 with a Board, and separate from the city and library operations. Raising funds through this group could retire construction debt and serve as local motivation in the years to come. Donna will start researching this. Can we connect with the Dalles Friends of the Library?

#### **GENERAL Q&A:**

**Meeting Discussions and Minutes:** Sue requested clarification on Lynn's concerns about discussion at the last meeting, which was that time was spent talking about things outside the scope of fundraising. It was recognized that it can be helpful to dialog on other issues and perceptions that are tangential to the main focus of the steering committee (and the library in general), but it is also helpful to receive clarification on the committee's role. The sensitivity of not putting the conversation in the minutes reflects we are managing it appropriately.

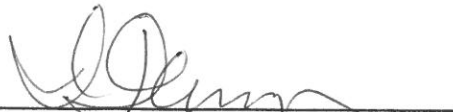
**Other Committee Needs:** A committee has been formed with a Council lead to pursue internal FFE needs, with an estimated cost of \$100k for the entire building.

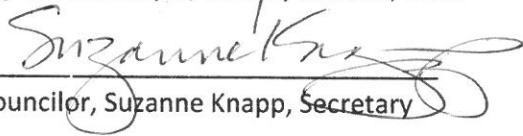
**Discussion on Artwork Aspect:** Local artists have expressed an interest in doing artwork for the building. Most artwork will be in the main common area and the library.

**Steering Committee Transition:** Ending and transitioning of the steering committee was discussed, as it pertains to the new building opening, and beyond. Various levels of 'openings & events' and additional help and resources will likely be needed. A full transition, with everything moved and in place, is necessary for the main public event. A budget on this would be helpful for Ingrid. Long-range planning on moving forward with various activities and events is important. Discussion on committee structural changes, redefinition of roles, and people to include will be on the agenda for next month's meeting.

**NEXT MEETING:** May 31st, 10:00 AM, Log Home.

**ADJOURN:** Meeting was adjourned at 10:30 AM

SIGNED   
Ingrid Dankmeyer, Westby & Asso., Chair

ATTEST:   
Councilor, Suzanne Knapp, Secretary