

MINUTES
LIBRARY CAPITAL CAMPAIGN STEERING COMMITTEE MEETING
Aug 19, 2019
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MINUTES
LIBRARY CAPITAL CAMPAIGN STEERING COMMITTEE MEETING
August 19, 2019 - 10:00 a.m.

Canyon Wren Wellness Center, 1101 N. HIGHWAY 197, MAUPIN, OREGON

Presiding: Donna Henderson

Committee members present: Jon Helquist, Suzanne Knapp, Frank Kay, Bronte Dod, Carol Beatty, Ingrid Dankmeyer

Committee members absent: Carly Johnson

Visitors present: Lynn Ewing, Karen Dupuis

Additions to agenda: RFP for City Hall/Library (this was not discussed)

Approval of Minutes: (Meeting of July 24, 2019): Suggestions were made to correct, exclude and simplify specific wording. Opinions varied on intended purpose and content of minutes. Motion to approve suggested amendments to minutes was made by Frank Kay and seconded by Ingrid Dankmeyer. Ayes (Beatty, Dankmeyer, Kay, and Henderson); Nays (Knapp); Abstentions (Helquist and Dod). Motion carried.

Capital Campaign Committee Update: Carol Beatty had been appointed (by Lynn) as a member.

Grants Update: (Ingrid)

(Pie chart distributed). The City received The Ford Family Foundation Grant. TFFF asked that the amount not be disclosed. We are now close (94%) to the original goal. Pending grants include OR Cultural Trust which has been delayed. Next steps are to go through The Dalles Library Foundation for smaller grant requests which are Portland based. More background info on the Foundation is needed to apply. NW Farm Credit Services has interest in a specific request (item and amount); a letter of support from a NWFCFS customer is still needed.

A second pie chart was distributed showing a revised and increased final budget due to increase in construction costs and additional costs for FFE. This revised budget was increased by \$359k. The smaller foundations may fund FFE as well as USDA (40%).

Arts: The OR Arts Commission has a different process for funding art which is artist specific. All artists in community should know this option is available. There are few funders for Art.

OR Community Foundation: OCF contributed to the capital campaign; it would be reasonable to ask for FFE support down the road.

Discussion on donor wall, glass blocks in entry, and named bricks (cover 30 SF).

It was suggested that the Committee recommend to Council approval of the revised budget (Library Completion Budget). Motion to recommend new budget for Council approval was made by Frank Kay and seconded by Jon Helquist. All Ayes with one abstention (Knapp). Motion carried.

Donors: Frank led discussion on donors (updated donor list handout); two names need to be included. Hand out on Frank's notes for fundraising – who to pursue for final major donations.

FFE: Handout provided on costs for FFE at a low and high cost range, broken down between library and city hall. Councilor Wright is working with a consultant on this.

New completion date: Completion expected to be 10/25 due to certain delays in painting and paving.

Recap on Transition: The capital campaign committee will sunset after the Grand Opening (GO). A new committee will focus on creating a continual funding source (e.g., friends of library). The main push now is to get events going and completed. Key members of the next committee should include members of the public and advisory committee members. There was clarification on the role of the library in the GO (programs). There will be a time commitment for moving/transitioning between RC and GO.

Ribbon Cutting:

Sue distributed a handout on the groundbreaking action plan to use as a template for ribbon cutting planning. Sue was asked to lead the discussion, which covered:

Date: Preferred 16th of Nov. Gives 13 wks to plan.

Name: Thanks for Giving; Civic Center Ribbon Cutting

Time: 2-3 pm

Invitees: To include - donor list, public, key legislators, commissioners, Wasco Co library, governor, grant funders, RCAC (same list as ground breaking)

Type of Invite/publicity: Varied - to invite different people differently. Includes -monthly letter, email, special letter to electeds and Wasco Co Library (Lynn), text, poster, flyer, postcards, trifolds, article in WPR, press release. Use Bohn's to develop flyer, postcards, and trifold.

Invitation Committee: Donna, city/chamber, Mark, Sue, Bronte, Bohns, Frank (donors)

Program: To include: welcome, thank yous/donor recognition, auction (fundrasing), ribbon cutting, speeches/speakers (possibly Bonham, Bentz, grant funder, contractor, mayor, governor, commissioner, leadership donor person), tours, music (to herald the ribbon cutting)

Program Committee: Michael, Frank/mayor,

Media: Merle, Joy

Media Committee: Donna, Bronte

Signs/props: Banner – Ribbon Cutting and Thanks for Giving, Ribbon, room-specific signs and for furnishings needs, schematics (Mark), parking - ADA

Catering: cookies, coffee, punch, water, soda,

Catering Committee: Carol, M. Beecher

Hosts: To answer questions, be tour guides, station attendants – Councilors, Commissioners, Bronte

Misc: Name tags, handouts, donor list, basic supplies, chairs/tables, trash, recycle,

Volunteers: M. Beechler

Donations Handling: City Hall (Christine)


Misc Discussion: Grand Opening date? Late March 14th, early April 4th tentative. Next meeting focus on invitations and program. Bronte will talk to Carly. Lynn will get letter out to electeds.

Meeting adjourned: 12:02

Next meeting: September 20 10:00 a.m., Canyon Wren Wellness Center

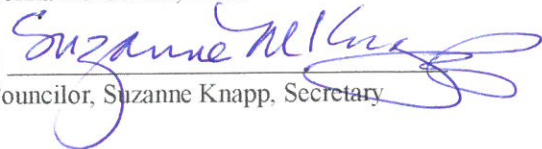
ATTESTATION

SIGNED



Donna Henderson, Chair

ATTEST:



Councilor, Suzanne Knapp, Secretary