

MINUTES
LIBRARY CAPITAL CAMPAIGN STEERING COMMITTEE MEETING
MAY 31, 2019
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MINUTES
LIBRARY CAPITAL CAMPAIGN STEERING COMMITTEE MEETING
MAY 31, 2019
10:00 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, Donna Henderson, Denny Ross.

COMMITTEE MEMBERS ABSENT: Frank Kay, Jon Helquist

Visitors Present: Karen Dupuis, Kathie Richey, Lynn Ewing

APPROVAL OF MINUTES (Meeting of April 25, 2019): Several corrections were noted. Motion to approve the minutes of April 25, 2019 was made by Donna Henderson and seconded by Denny Ross. Approval was unanimous. Signatures were obtained on the March 29 and April 25 meeting minutes. Minutes to be placed on the city website

APRIL 6TH EVENT: A total of \$54k was raised at the event; 2 pledges remain unpaid.

GRANT WRITING UPDATE:

SITES VISITS: Lynn reported on the Reser Family Foundation (May 10) and Ford Family Foundation (May 15) site visits, indicating they went well. A recent phone call from Isaac with TFFF was prompted by the need to have some questions answered and updated numbers. He was informed of the 3 properties listed for sale; however, it was noted during this meeting that these properties had not been officially 'surplused' and they will need to be soon. TFFF should provide a response by mid-July. Reser FF will respond in June after the Board has reviewed the request.

OREGON COMMUNITY FOUNDATION: The City was notified that it had received the requested \$30k.

WASCO COUNTY COMMISSIONERS: The intent of the Commissioners is to provide the City with \$50k funding by the end of June. Issues related to establishing protocols for such awards will be resolved soon.

MURDOCH CHARITABLE TRUST: Their focus is on community space and not the library. Ingrid handed out a draft of the request document and asked for feedback. She questioned how to do the budget so that it is defensible and described her calculations. Lynn will check all the numbers and provide the city's operational budget; Sue will provide comments on the draft. The request from Murdoch will be \$100k.

TOTAL REQUESTS: A total of \$390,000 has been submitted in grant requests. Ingrid handed out an updated pie chart.

FFE: Should we loop in a request for furniture, fixtures, and equipment? An Initial estimate is \$200k for the entire Civic Center. Perhaps 30% of this amount would be expended on the Community Space and Common Space, to include the patio. The cost of artwork for the Common Space is estimated at \$25k.

COLLINS FOUNDATION: Not ready to apply yet.

TECHNICAL ASSISTANCE GRANT: Sue decided to focus effort on writing a technical assistance grant for the Clinic, which needs help with fundraising, instead of for the City at this point in time to address DEI principles. The technical assistance grant for the City will be put on the back burner for now. Foundations are shifting focus toward DEI. Addressing DEI principles as a City will require adjustment in its operations, both internally and externally. She indicated that the grant training she is taking is good and can be useable for future project grants.


STEERING COMMITTEE MEMBERSHIP AND CHAIRING: Sue noted that Rani McPhearson is no longer working for the City, and therefore is no longer a member of this committee. The City recently hired a City Manager who will be leading recruitment and hiring of a new librarian. We acknowledged the need to have other people on the Steering Committee. Several names were put forth (Carol Beatty, Carly, the new school librarian). These people will be contacted. The connection to the school needs to remain strong. As library completion gets closer, the steering committee will need to reconstitute itself into other committees which will help with operations and ongoing fundraising. New people will be needed for these efforts as we transcend into the next phase.

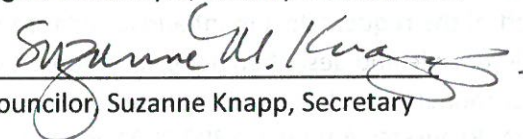
LIBRARY ADVISORY COMMITTEE: We discussed the current role of the LAC, and its potential role in collaborating with the SC to plan and hold events, including grand opening, and also assisting with transition from the old to new library. Including a LAC member with the SC now would help with transition. Keelia Carver is the chair and Mary Beechler is the secretary. The SC would sunset after the grand opening. Fundraising as a sustainability effort will need to continue in the form of a 501c3.

SC CHAIR: We agreed that transitioning to a new chair for this committee seemed appropriate. Both Sue and Donna expressed willingness to be the chair. To maintain efficiencies, Sue agreed to continue on as secretary. Denny Ross moved that Donna Henderson be chair and Sue Knapp seconded. All approved. The chair's duties are to set the agenda, manage the meetings, and sign off on minutes. Sue provided her perspective that since the chair manages the meetings and meeting conversations, all members and others need to respect that role.

Next meeting: June 20th, 10:00 AM, Log Home.

ATTESTATION

SIGNED 
Ingrid Dankmeyer, Westby & Asso., Chair

ATTEST: 
Councilor, Suzanne Knapp, Secretary