

**Eager Free Public Library
Board of Trustees Special Meeting
Meeting Minutes from January 11, 2016**

1. Call to Order

President Eloise Eager called the meeting to order at 5:31 p.m. Trustees present: Eager, Susan Kruser, Gwen Clendenning, Vicki Lecy-Luebke

Also present: Library Director Megan Kloeckner, Mayor Sandy Decker, Consultant Jodi Sweeney, Friends representative Francette Hamilton

Absent: Adrienne Kangas, Wally Shannon, Sharon Cybart

2. Overview

Sweeney presented most important handout "Elements of a Successful Campaign." She indicated this document will be used as a reference piece.

3. Review of previous activities

Sweeney informed Board of discussions with a variety of individuals. The Library can accept gifts and give deductions. A request was made to UB&T to handle the banking aspect of the campaign. The Friends will apply for 501 c (3) status from the IRS. Kloeckner and Clendenning will track all pledges and send thank you notes.

4. Review of policies to be finalized

Five year pledge payments were agreed upon by Board members. If individuals seek a longer time period, the issue would be brought to the Board. The Library will establish a program endowment fund. Board discussed value of having an agri-business section in the Library. Kloeckner will check with Arrowhead since they have begun to develop an agri-business database. Eager will also pursue this idea with a local community member. Sweeney asked Board members to look at the document "Naming Opportunities" and get back to her with any suggestions.

5. Campaign Materials

Discussion about campaign theme "E4" and whether it should be changed. City's 150th anniversary is approaching and discussion centered around whether a theme could be built on that. Sweeney asked Board to send her ideas for the new theme. She also distributed examples of campaign materials from other library building projects. One in particular was favored and Decker will contact a community member who may be able to help with the development of the materials. Sweeney distributed a draft of "Frequently Asked Questions" and asked Board members to review it and send any suggested revisions to her. She also requested we examine the pledge sheet as well.

6. Volunteers

Board members will contact individuals who expressed an interest in participating on the Campaign Planning Committee. The meetings would be scheduled once a month for three or four months, with the first meeting tentatively set for 5:30-7:00 p.m. The first meeting will be

held on January 27 or 28, dependent upon availability of those contacted. Food will be provided.

7. Donors

Initial discussion of pledges for the Launch Fund.

8. Review Action Plan: Timeline

City Council will be informed of progress as campaign planning begins

9. Adjourn

Lecy-Luebke moved to adjourn the meeting; Kruser seconded the motion. All approved. Meeting adjourned at 7:15 p.m.

Next meeting: January 26, 2016

Minutes by: Trustee Lecy-Luebke

Note: Minutes of the Library Board of Trustees are not official until approved by the Library Board of Trustees at a meeting called and noticed for that purpose.