

Thomas Memorial Library Board of Trustees

Minutes of meeting: Thursday, December 17, 2009 @ 6:30 P.M.

In Attendance:

Robert Chatfield, *Chair*
Ed Nadeau, *Secretary*
Nancy Marshall, Nancy O'Sullivan and Jessica Sullivan, *Trustees*
Jennifer Healy, *Incoming Trustee*
Norm Jordan and Penny Olsen, *TML Study Committee*
Jay Scherma, *Library Director*

Absent: Pat Bredenberg and Virginia Cantara, *Trustees*

Representing the TML Foundation Board of Directors:

In Attendance,

Robert Stier, *Chair*
Ed Nadeau, *Secretary*
Joel Bassett, *Treasurer*
Geoff Alexander, Peter Daly, Valerie Hall, Glenn Jordan, and Nancy Marshall, *Directors*
Penny Jordan, *Town Council Representative*
Jay Scherma, *Library Director*

Absent: Catherine Miller, *Director*

Agenda:

1. **Call to order:** 6:32 P.M. **Rob Chatfield**

2. **Approval of Meeting Minutes:**
Motion: Accept minutes of the November 19, 2009 meeting.
Result: Unanimously approved

3. **Library Director's Report (November 2009)** **Jay Scherma**
Motion: Delay discussion of Director's report until January meeting.
Result: Unanimously approved

4. **TMLBoT / TMLFBoD joint meeting with fundraising consultants.**
 - Fundraising consultants, Pete Caesar and Lise Pratt, presented a wealth of information with considerable interaction among the participants and the consultants. This was a useful learning experience for both Boards
 - See Attachment A for meeting outline/agenda.

5. **Meeting:** Our next meeting is scheduled for Thursday, January 21, 2010 @ 6:30 P.M.

6. **Adjournment:** 8:22 P.M.

Note: The next TMLF meeting has been scheduled for 7:00 P.M., January 28, 2010.

PRATT-CAESAR
FUNDRAISING COUNSEL

**Thomas Memorial Library
Capital Campaign Orientation Workshop
Thursday, December 17, 2009**

Agenda Outline

- A. Welcome and Intro..... 5 min.**
- B. Preparation, Preparation, Preparation..... 5 min.**
- C. Four Essential Ingredients of a Capital Campaign..... 5 min.**
- D. What is a Planning Study? 10 min.**
- E. What is a Capital Campaign? 25 min.**
- **Structure of a Capital Campaign**
 - **Why People Give**
 - **Description of a Successful Cultivation**
 - **Role of the Chief Executive in a Capital Campaign**
 - **Role of the Volunteer in a Capital Campaign**
 - **Responsibilities of the Campaign Leaders**
 - **What You Should Be Doing To Prepare**
- F. Q&A.....up to 40 min.**

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