

## Minutes

### Marshfield Library & Community Center Steering Committee

Monday, October 8, 2012 4:00 p.m.

Marshfield Public Library, General Meeting Room

Barg called the meeting to order at 4:03 p.m.

Attendance: Russ Stauber, Kelly Cassidy, Jean Doty, Kris Keogh, Steve Barg, Becky Spencer, and Lori Belongia

Absent: Jason Angell, Mayor Chris Meyer

Also present: Floreine Kurtzweil, Joanne Ampe, and Dori Knoff.

Adam Nelson has been approached by Mayor Meyer about serving on this committee. Ginny Mazza will be joining the Communications Committee. Electing a committee chair will take place when the committee vacancy has been filled.

Public Comment: None

Motion by Keogh, second by Spencer to approve the minutes of the L&CCP Steering Committee meeting minutes of August 20, 2012. All Ayes, motion carried.

Motion by Stauber, second by Doty to accept and place on file the minutes of the August 24, 2012 and Thursday, Sept. 27, 2012 Communications & Marketing subcommittee, the Sept. 5, 2012 Design & Architecture subcommittee and the Thursday Sept. 6, 2012 Funding/Capital Campaign subcommittee meetings. The Saturday, September 29<sup>th</sup>, 2012 "Roast & Toast"- pulled pork, wine and beer fundraising event raised \$4,500, the Thomas House two nights of Blues cover charges raised \$630 for the project and \$183 was donated through the flying pig. These funds will be deposited with the Marshfield Public Library Foundation, Inc. All ayes, motion carried.

The committee recommends adding the Marshfield Area Home Educators and Masonite to the presentation list.

Stauber moves and Spencer seconds a motion to establish the Library & Community Center Committee as the RFP team with the help of Paula Jero and Jordon Ott, further authorizing the release of the RFP for professional fundraising services after noted edits to the draft.

The joint meeting with the Funding/Capital Campaign subcommittee will be delayed until after the meeting with the Marshfield Area Community Foundation.

Joanne Ampe suggested some grammatical and committee name changes to the fundraising policies. After reviewing those policies with the professional fundraiser to make any needed adjustments, the committee will go through them with the Common Council.

A draft of annual staffing cost for the Library and the Community Center will be brought to the next meeting of the committee for review prior to sending them to the Common Council for their November 27, 2012 meeting.

A gathering of all volunteers to recognize progress, celebrate and update them will take place after the professional fundraiser is on board and a single design is ready in mid- December or early January.

At the next meeting we'll establish questions for the fundraising firm interviews and review the preliminary projected staffing costs report.

The next meeting will be Monday, November 5, 2012 at 4:00 p.m.

Barg adjourned the meeting at 5:04 p.m.

Respectfully submitted,

Lori Belongia