

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

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KHL Fund Development Committee Meeting Minutes 3/1/23

The Kellogg-Hubbard Library Fund Development Committee met in person at the library at 12:06pm. Present were: Tai Nixa Peterson (committee Chair), Colleen Beamish (Development Coordinator), Jessie Lynn (Nonprofit Director), Craig Durham, Sarah Swift. Sarah Seidman was absent.

Sarah Swift moved and Durham seconded approval of agenda and the minutes from the previous FDC meeting.

Colleen Beamish gave the development report. She noted that book sale income dipped in Feb with no special sales or holidays. She noted that there will probably be a clearance event on the horizon. There have been lots of book donations, so backlog is filling quickly.

Beamish presented a detailed list of FDC tasks for March and April. She noted that - board member Edisa Revilla Muller is writing the spring appeal. Business Sponsor outreach in the works. Jessie will be sending out a letter to major donors soon. Invites will be sent to donors for March 30 event (looking for RSVPs as it is not open to the public). Staff has formed a working group coming to discuss music/food for March donor event... Book sale volunteers needed to hang out at event in April.

Beamish moved on to discuss long term planning – introducing plans for a June Strawberry Social event. There was a discussion of the new Donor Cycle and matrix guidelines.

Jessie Lynn reported that the major donor letter has been tweaked, but spirit remains the same. First time a letter like this has been written.

Tai Nixa Peterson noted she is working on setting goals for the committee for the year to share with the whole board. She gave an overview of the fundraising roles document. Committee discussion of - Do we have a specific goal(s)?

There was a lighthearted discussion of last year's FDC presentation to the board regarding different "ask" styles. There was discussion of the FDC training session to the board this upcoming April. The committee discussed possibly moving the regularly scheduled April 5 meeting to April 12 at noon.

The meeting adjourned at 12:53.

Respectfully, Craig Durham (filling in for Sarah Seidman, Secretary).