

Reed City Public Library  
New Facility Committee Meeting

November 8, 2010

In Attendance: Christine Cox, Kathy Menezes, Juanita Ripley, Nadine White, Sarah Potts, Rich Saladin, Heather Symon, David Bisbee, Robbie Svegel

Meeting Called to Order at 6:35pm

Agenda

- Approve Agenda—David moved, second, Kathy, approved by all
- Minutes approved—David moved, second Rich, approved by all
- Financial
  - OCCF-\$2600 donated to date.
  - New facility monies have been moved from cash building account to construction budget.
  - Kathy stated that any future expenses must go through the bid process in order to be funded by USDA. Kathy reported that the \$175,000 grant has been lost, but loan monies will be available in the next 6-9 months. We have been approved for a \$1,768,000 USDA loan, but the money is not guaranteed until we sign for the loan. Monies are not disbursed until we actually sign paperwork with the USDA. DDA can take on new projects in June, 2011, so that is the hopeful starting date for funds to be secured through the USDA for the new facility project.
  - Loan payments: \$100k every 6 months based on \$2.16 million.
- On-Going Business
  - Representatives update re: information mailings. Reps present will touch base with respective townships for next mailing.
  - Sign – Rich  
We'll look at negotiating with the school in April once again. Look at it as a community bulletin board and try again to cover costs.
  - FTC&H – Sarah reported the latest cost estimates.

Renovation 6500sq ft	\$1,142,360
Addition 4500sqft	\$1,103,945
Total	\$2,246,305

The architects sent a bill for \$5787 for latest services.
  - David mentioned we need site planning approval. City is paying the bill for Environmental Attorney inspections for the building.
  - Fundraising Efforts Plans of Action UPDATES
    - Individual Private Donors—Rich. Last election: over 85% of library millages passed. Keep this in mind as we look for sources for operational costs.
    - Getting Support from Community —Rich and David will target potential supporter/donors. Rich plans to send letters out in January.
    - Rich brought up the question of donating in-kind services and how costing them fits with the prevailing wage requirement of USDA. Kathy will check it out.
    - Gaining Access to USDA Funds—Kathy  
Kathy reiterated how important it is for us to get written commitment from DDA asap to ensure that RCPL gets all loan money we've requested.
    - Getting Support from DDA—Christine

- Meeting November 10 @ 7:30 am
- Technology Donation—The grant is through the first hurdle (\$4750 for computers and sign.)
- Getting Support from Community Service Organizations—Heather
  - General Federation of Women’s Clubs presentation on Nov. 18 @ 6:30 with Sarah and Christine
  - Sarah will update Power Point
- Fundraising Events Coordinator—Juanita
  - Bennigans fundraiser on December 9<sup>th</sup>.
  - Think about annual RCPL fundraisers connected with existing community events. i.e., jingle bell walk and 5k race, bike ride
  - Biggby coffee
  - Email fundraising ideas to both Heather and Juanita
  - Look for one big event a year as a fundraiser
- David passed out information on a fund raising possibility using for-profit holding companies.
- Donor Recognition—Christine
  - Robert Barnum Presentation Discussion  
His proposal: \$8000 for the donor wall and artwork. No action taken at this time.
- Publicity—Heather. Electronic connections-Facebook and MySpace
- Sandy will be getting a computer and take over the pledge tracking system.
- Barb S worked up the pledge reminder letter.
- Barb S moved to recommend to the board to proceed with the FSU video. Kathy seconded. FSU students will put a video together for the cost of mileage and DVD costs. It could be ready by April and used for publicity and fundraising. Email any and all ideas of what to include in the video to Christine.
- December NO meeting – email work / questions. December 13<sup>th</sup> will be the Christmas party for the library.
- Sarah offered to make brochures for future presentations.
- Motion to adjourn by Kathy, second by Barb, adjourned at 8:10pm

Next New Facility Meeting: Monday, January 10 at 6:30pm

Submitted by  
Robbie Svegel, Secretary