

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

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KHL Fund Development Committee Meeting 2-1-23

The Kellogg-Hubbard Fund Development Committee met in person at the library at 12 noon. Present were: Tai Nixa Peterson (Committee Chair), Colleen Beamish (Development Coordinator), Jessie Lynn (Non-Profit Director), Sarah Seidman and Craig Durham. Judy Warriner Walke is stepping off the committee. Sarah Swift attended via Zoom with her newly adopted and attentive pair of German Shepherds.

Seidman moved and Durham seconded approval of the agenda. Motion carried. Durham moved and Peterson seconded approval of the minutes of the 11-02-22 meeting. Motion carried with Swift abstaining.

The group reviewed the roles and responsibilities of committee membership, with clarifications on the Co-directors' roles and those of volunteers. Lynn will share a handout outlining these roles as part of the February full Board meeting.

The FDC will lead a fundraising training for the full Board in April. Fundraising Consultant Christine Graham will introduce the step-by-step, multi-year process of creating a successful endowment campaign. Development Coordinator Beamish will share the new planned giving brochure, and Peterson will discuss specific ways all Board members can be active in library ambassadorship.

Beamish reported that the KH has one new business sponsorship, and she will focus on a comprehensive business donor strategy for FY24. The booksale is averaging about \$640 weekly and another clearance sale may happen in March. She is training two new volunteers and already working on the spring appeal. Lynn will send a letter to all major donors in March.

The fall appeal raised \$78,000 and Giving Tuesday was energized by the "swag bag" contest.

Peterson led a discussion of reconfiguring donor relationships for FDC members. Our next committee meeting will be Wednesday March 1 at noon at the library. The meeting adjourned at 12:50 p.m.

Respectfully, Sarah Seidman, Secretary