

# Minutes of the Special Meeting of the Capital Campaign Committee of the Board of Library Trustees of the Orland Park Public Library held January 27, 2020

The meeting was officially called to order by Trustee Bridget Lindbloom, Chair of the Capital Campaign Committee at 7:00 p.m.

## Call To Order

Members present: Bridget Lindbloom, Chair; Christian Barcelona, Vice President; Dan McMillan, Treasurer

## Roll Call

Members absent: Nancy Healy, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Alice Grabowski, Administrative Clerk; Jackie Boyd, Communications Manager; Sarah Kleiva, Community Engagement Manager

None

## Introduction of Visitors

None

## Public Comment

### Fundraising Opportunities—For Discussion

## New Business

Committee Chair Lindbloom opened the meeting by inquiring what new items arose since the last meeting on January 20, 2020. Library Director Mary Weimar began the discussion referencing the letters that were mailed out to various businesses in mid-December for possible donations. She continued to explain that five of the ten companies did not respond as of yet. She suggested that the committee members follow up with these companies via phone to inquire if there were any questions and to provide further information if interested. Chair Lindbloom confirmed that follow up was provided to the companies that have responded and are scheduled to donate. Weimar reported that she sent a thank you note to Lou Flavio of TBS for his recent donation on behalf of Chair Lindbloom and the Capital Campaign committee. Grasso Graphics was sent information on paver donations and Joe Promotions has responded that they will be donating 2 checks to the campaign. Chair Lindbloom, Treasurer McMillan and Vice President Barcelona volunteered to reach out to the companies that have not replied.

Director Weimar continued with the concept of adding more companies to the list for letters to be sent that have past or present affiliations with the library. Treasurer McMillan suggested several local businesses that could possibly be added to the list. Chair Lindbloom suggested various people with community affiliations. Director Weimar stated that the library would look into these suggestions. The committee members agreed to send Director Weimar the contact information for new potential donors by Friday, January 31, 2020.

### April 4, 2020 Fundraising Event – For Discussion

Chair Lindbloom initiated the discussion on the Fundraising Event scheduled for April 4, 2020. She

reviewed a tentative outline already in place for this event including music, food and beverages. Treasurer McMillan added some suggestions for a few local businesses that may be willing to donate. Community Engagement Manager Kleiva stated with this type of event the library will need to follow proper guidelines to ensure legal issues are met especially in regards to the serving of alcohol. Finance Manager Kimmey confirmed that the Library has proper provisions through the library's insurance to handle events where liquor would be served.

Chair Lindbloom continued with the options available to provide tours during this event. Manager Kleiva offered two suggestions on how to proceed. The first would be to set up specific groups to tour together and the second would be to set up Board Members and Staff in various departments in the building to pass the groups to. Chair Lindbloom confirmed that the second option sounded ideal. Manager Kleiva added that in that case, staff members would be stationed in the departments to provide extensive knowledge about that specific location to ensure that all questions could be answered. Director Weimar proceeded that the Trustees could lead the groups into the different sections of the library for the tour. The tour would include the completely renovated spaces (Phase 1) along with the areas that are recently demoed (Phase 2). Chair Lindbloom stated she and Library Board of Trustees President Leafblad will say a few words to the attendees after the tours are complete to conclude the evening.

Director Weimar mentioned she will look into possibilities for the music component of the evening. She then inquired on possible options for the food. Director Weimar, Treasurer McMillan and Trustee Lindbloom suggested several local area restaurants. Director Weimar stated tables will also be required. Manager Kleiva made suggestions for six to seven high top tables along with a couple of low tables. Assistant Director Adamowski added that we have a few low tables in house that can be utilized. Director Weimar stated invites are set to be mailed mid-February. Chair Lindbloom inquired about the guest list. Director Weimar answered that the library will be inviting everyone who has donated to the library in the past and potential donors as well.

Treasurer McMillan motioned to approve the January 20, 2020 minutes. Vice President Barcelona seconded.

**Minutes**

A roll call vote as follows: Barcelona – aye; Healy – absent; Lindbloom – aye; McMillan – aye

Motion passed. 3 ayes, 0 nays, 1 absent

Vice President Barcelona motioned to adjourn the meeting and Treasurer McMillan seconded it.

**Adjournment**

A roll call vote as follows: Barcelona - aye; Healy – absent; Lindbloom – aye; McMillan – aye.

Motion passed. 3 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:05 p.m.

Charles McShane  
Secretary

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes prepared by Alice Grabowski

