

THE WESTPORT LIBRARY

Minutes of the Development Committee

July 28, 2020

Meeting Conducted by Zoom

Committee Members Present: Andrea Berkley, Iain Bruce, Emily DiMiceli, Randy Herbertson, Sivan Hong, Celeste LaCroix, Krishna Patel, Meena Pellerin, Barrie Rosen

Committee Members Absent: Jenna Markowitz

Staff and Guests Attending: Bill Harmer, Nancy Klein, Jocelyn Barandiaran

The meeting was called to order at 5:35pm

Minutes of last meeting: Approved with abstentions from Randy Herbertson and Sivan Hong.

Topics discussed:

The Committee reviewed the 2020/21 FY Development Calendar which outlines the major actions to be taken each for each fundraising element. The Calendar will be updated by staff and reviewed at monthly Committee meetings.

The Committee discussed their role and responsibilities in helping to plan and assist in the execution of the fundraising plan. The Committee members talked about the importance of encouraging the rest of the Board to support the Library's fundraising program, from the Annual Appeal to special events.

The Committee considered and expressed support for the overall fundraising goal for the fiscal year. They were briefed on plans to conduct a book sale over Labor Day Weekend.

Finally, the Committee was briefed on the 2020/21 Annual Appeal strategy and the theme and materials being developed.

The next committee meeting will be held on August 12, 2020.

The meeting was adjourned at 6:45pm

Respectfully submitted,

Nancy Klein

Chief Development and Marketing Communications Officer