

**BOARD OF TRUSTEES**  
**SANDWICH PUBLIC LIBRARY**  
**MINUTES FOR FEBRUARY 21, 2017**

TOWN CLERK  
TOWN OF SANDWICH  
JUN 09 2017  
9 H 45 M A M SL  
RECEIVED & RECORDED

**Present:** Chairperson Jennifer Tickell, Vice Chairperson Christine Brown, Jeanie Vander Pyl, Mark Wiklund, Ted Scribner, William Fleming, Jeanne Maclaren and Joe Roche

**Absent:** Kari Parcell and Joanne Lamothe

The meeting was called to order at 7:01 p.m.

**Correspondence/Statement/Announcements/Future Items/Follow Up**

- Planning and Managing a Successful Capital Campaign  
Location: Cape Cod Community College  
Tues. 4/4-4/11/2017; 2-5pm, 2 sessions  
Cost: \$79  
This two-session course covers key terminology and practices surrounding running a successful capital campaign. You will learn about the phases of conducting a capital campaign - evaluation, feasibility study, organization, solicitation, and post-campaign activities as well as how to avoid common pitfalls. Expert video commentary, a case study, and vocabulary game will ensure a solid grasp of the content for execution in your nonprofit organization.

**The Fund for Sandwich Capital Campaign - VOTE**

- Postponed vote on solidifying a relationship with The Fund for Sandwich until the next Trustees' meeting.
- Continue discussions with The Fund for Sandwich and The Cape Cod Foundation. These two groups will meet with Jennifer, Bill, Joe and Joanne on 3/8/17.
- Obtain an update from Joanne on what she received back from the proposals due on 2/17/17.

**Library Director's Report**

- No report this month - Joanne Lamothe absent.
- Reminder from Jennifer – still collecting pajamas for the pajama drive.
- Report from Jennifer that Bud Dunham has two people interested in working with the Trustees on the space reallocation study. They are Blair Haney and Joshua Peters.

## Chairman's Report

- Begin review process for library director –
  - Report period from 4/2016 to 4/2017.
  - Due date end of March.
  - Mail results to Jeanie.
  - Jeanie will compile the results.
  - Meet in an executive session to discuss the results and salary component.
  
- Summary of meeting with Bud Dunham and Susan James –
  - Jennifer, Bill and Joe met with Bud Dunham and Susan James.
  - Discussed the space reallocation study.
  - Possibly using The Fund for Sandwich as a starting point for the library's capital campaign to renovate the children's room.
  - The town is in favor of this study and promoting it and would like to be included in any upcoming discussions.
  
- Philanthropy Partners of the Cape & Islands – VOTE
  - Annual membership up for renewal.
  - Next luncheon/meeting is 4/25/17 – legacy giving.
  - Annual membership cost is \$150.00 and two people can attend each luncheon/meeting.
  - Philanthropy Day is 11/8/17 and has a separate fee.
  - **Motion approved to renew the Philanthropy Partners of the Cape & Islands membership at \$150.00. (motioned by Christine and seconded by Ted)**

## Friends Liaison Report – Kari Parcell

- No friends report this month – Kari Parcell absent.

Meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Melinda Aguiar