**Town of South Thomaston, ME**

**Library and Community Center Facility Committee**

Minutes of Meeting #26

January 4, 2024 at 5:00 pm at the South Thomaston, ME Town Office

**Present:** Sandy Weisman, co-chair, Jan Gaudio, co-chair, Catherine Lerme, Moira Paddock, Candace Smith and Marcia Turner.

**Absent:** Kate Clark

**Public:** Pennie Alley, Denise Rzeznikiewicz, and Rhonda Nordstrom

Zoom: Paul DiMaggio

S Weisman called the meeting to order at 5:00 pm

**Adjustments to the agenda:** none

**Minutes:**

C Lerme moved to accept the minutes from November 2, 2023. M Turner seconded the motion. The motion passed 5-0 (1 abstained due to being absent at the 11/2/23 meeting)

**Report from the Auxiliary Board of Directors meeting:**

S Weisman reported that the board met December 20, 2023. The board has an account at Camden National Bank. The paperwork has been submitted to be a 501c3c (previous reported in November 2, 2023 minutes). There is still one open seat on the board (current by-laws say that the director of the Library and Community Center nominates a candidate and no candidate has been nominated). John Spear is proposing amending the by-laws to allow the Board to fill the opening. The next meeting of the board will be on January 22, 2024 at 4:00 pm.

The board discussed how the process works between the board, town and committee to spend money. The board is not a town committee but is following open meeting laws.  Zander Shaw, Architecture Designs has submitted a proposal for the 1st phase of the design.

M Paddock asked S Weisman if S Dacso had resigned or was just resigning her position as secretary of the board since that was on the agenda. S Weisman reported that S Dacso resigned as secretary due to time restrictions but was remaining on the board. S Weisman is now the secretary.

**Old Business:**

\* Architectural drawings from Zander Shaw and approval of contract. S Weisman reported on the contract and what was proposed (schematic drawings, 3D design) in phase 1. M Paddock moved to accept the contract proposed by Z Shaw Architect for phase 1 for an estimated cost of $4,250.00. C Lerme seconded the motion. The motion passed 6-0. (This information will be then given to the selectboard) At the next committee meeting, Z Shaw will be in attendance.

\* Ambassador Groups- S Weisman hopes to start the group meetings in March 2024.

\* Little Green Light software - C Lerme reported on the benefits and recommended the use of this software to track donors/foundations/businesses.  There will need to be 2 administrators to work on it (one from the Committee and one from the board) C Lerme will be the committee representative and R Nordstrom will be the board representative. Many non-profits use this software and there is a discount if you pay yearly. S Weisman asked for a motion. The cost will be $428.50 / year. M Paddock moved to accept C Lerme’s recommendation and agree to use Little Green Light software. C Smith seconded the motion. The motion passed 6-0. S Weisman will take this request to the Board of Directors.

\* Grant Research- C Smith presented her research. Gain funds from smaller entities , grants, primary gifts (60%) , special gifts (30%) community  gifts - pennies and beyond. S Weisman mentioned Family Foundations in Maine.

M Paddock asked about donations from the committee (100% commitment) and if there would be a letter coming out. S Weisman reported that due to not having a reply back from the 501c3 paperwork, the board had discussed if people want to make a donation to the non-profit board they may send to Barbara Reitz, treasurer of the South Thomaston Library/Community Center Auxiliary.

\* Case Statement -S Weisman sent out 2 versions of case statement for review (via email that J Gaudio and K Clark worked on) A lengthy discussion ensued about what was good, not needed, what was needed to add and what worked. M Paddock requested that a workshop was needed to brain storm on this valuable paperwork and it was best to do it in person and not via email. Additionally, M Paddock asked about a logo statement and presented a couple and asked to go around the table to gather all ideas and list on the board.

Ideas presented:

* Connecting people together creating a stronger tomorrow has its awards.
* Build connections build community
* Creating community / building community/ connecting people/ gather
* Warm / welcoming/safe/created/friends/ inclusive/all ages/

\* S Weisman handed out a time line of items to be completed by September 2024. (Copy attached)

S Weisman skipped new business and addressed **Public Comments.**

P Alley asked if the committee had addressed costs for demolition and relocation.

(An update) - answer-nothing has been addressed. P Alley felt this information would be important for the Ambassador Group discussions. Asked if P Alley would like to help, P Alley said “ her plate is full.”

**Next Meeting:**

The next meeting will be held on February 1, 2024 at 5:00 pm (The first Thursday of the month) at the town office. Z Shaw will give a presentation and S Weisman will send out information for committee members to send in questions ahead of time so they may be addressed.

C Lerme moved to adjourn the meeting. M Turner seconded. The meeting was adjourned at 6:37 pm.

Respectfully Submitted,

Moira Paddock

ST Library/ Community Center Facility Committee