



## BETHEL PUBLIC LIBRARY

189 Greenwood Avenue, Bethel, CT 06801

203-794-8756 Fax 203-794-8761

[www.bethellibrary.org](http://www.bethellibrary.org)

### MINUTES OF MEETING

#### Bethel Public Library Board of Directors Development Committee

September 14, 2015 at 5:00pm

Keeler Room at the Bethel Public Library

RECEIVED

2015 SEP 18 P 2:18

TOWN OF BETHEL  
TOWN CLERK

**PRESENT:** Lisa Johnson, Committee Chair, Mary O'Leary, Mary Spain, Tia Murphy, ex-officio and Lynn Rosato, Library Director.

**ABSENT WITH NOTICE:** Terri Rotella.

**CALL TO ORDER:** Chair Lisa Johnson called the meeting to order at 5:07pm.

**APPROVAL OF MINUTES:** Mary O'Leary made a motion to approve the Minutes of the August 10, 2015 Special Meeting, Lisa Johnson seconded. The motion passed. Abstain: Mary Spain.

#### **WINE TASTING EVENT 2015:**

Ran down list of ongoing and open items:

##### **Food Vendors**

Lisa – Confirmed with **Rita's Ice, Paradise Foods and Daily Fare**. Needs to follow-up Salz Pizza and try to get one other 'Big One'

Terri –Confirmed Pacifico Nirvona.

Tia – Confirmed **La Zingara and Armando's**.

**Wine Glasses:** Most are washed. Lisa to remind Board members to return ASAP.

**Park & Rec: Cleaning Crew:** Lisa to ask Eileen Earle to provide two (2) staff from 2:30pm – 4:30pm for Set Up. We need to pay a minimum of two hours.

**Tickets/Program Book:** Ticket sales are low. Most Board members have not sold or purchased any. Lisa to send out reminder.

**PayPal:** PayPal on Library site to purchase Wine & Food Tasting tickets. Notice to payee that tickets available for pick up prior to event or at door. Will add to Rich's table.

**Raffle Baskets/Silent Auction:** Need to follow up with Terri on Winspire, etc.

Confirmed: Makerspace, Book, iPad, and Foursome... Lisa to send out email to all Board members.

**Health Department:** Health Department will be contacting all food vendors for us. Must do hand washing stations this year. Lynn will contact Senior Center for supplies. Lynn to supply paper towel and Library linen for small tables. Lisa to purchases Buckets from Dollar Store.

**Wine Vendor:** Jonathan has stated he may need volunteer pourers on that evening.

**Durant's:** Linen – Lisa to order & pick up. Lynn to pay. Terri to return.

**Tables:** Lisa will ask Linda Curtis if Friends can pick up and drop off.

**Misc.:** Best Western to provide pens. Rich Merritt to get \$200 in small bills to make change for Raffle. Library to put up signage about closing early day of event. Bid Sheets – Lisa.

**Actual Event**

- Pre Set up 2:30p – 4:30p or 5p
- Event 6p – 9p
- Assignments for all Board members – Still waiting on Robert/Terri. Lisa to send out email.
- Clean Up 8:30pm - ?
- Park & Rec staff to arrive at 8:30p to assist with clean up & break down
- Tia to create name badges for Board members and Raffle Workers

**NEXT MEETING DATE:** October 5, 2015 at 5:00pm.

**ADJOURNMENT:** Mary O'Leary moved to adjourn the meeting. Mary Spain seconded. The motion passed. Lisa Johnson adjourned the meeting at 6:07pm.

Respectfully submitted,

  
Lisa Johnson  
Development Chair