Hinckley Public Library

Board of Trustees Building Committee Meeting Minutes

2 August 2022

Committee chair Amie Carey called the meeting to order at 3:02pm

Carol Kohler, Tom Lang, Kari McMurtrie, Fran Kriesch, and Rylie Roubal were present.

Comments from the Public

No comments.

New Business

Rylie, Fran, and Amie each presented a draft of a donation letter to be sent to potential donors. Amie suggested tailoring the start of the letters to different donor groups, such as past donors, local businesses, and previous board members. The group discussed removing any negative language from the letter and shortening the length to encourage more people to read it fully. They also discussed ways of encouraging donors who could contribute less than $500 by putting their name in a book. At a total cost of $2,250,000, the 6,000 sq ft building would cost $375 per square foot, so donors could be encouraged to “buy a square foot.” The letter also needs an easy action step that will allow recipients to quickly complete their donation instead of setting the letter aside. Rylie will update the draft with the committee’s suggestions.

The committee discussed more potential donors to add to the list such as all corporations within the Fox Valley area, locals who work for a bigger corporation, and including couples instead of addressing letters to individual library patrons.

Shop and Share fundraisers were discussed as an option to get local businesses involved and get the word out. The businesses could be advertised on the building’s big windows. The committee would also like to get a large banner printed to show the floorplan and donation QR code in the big windows.

The committee’s suggestions will be presented to the full Board of Trustees for approval.

Other Business

No other business.

The meeting was adjourned at 4:04pm