



<b>DATE:</b>	2.12.20
<b>TIME:</b>	4:15pm
<b>LOCATION:</b>	Prendergast Library

<b>FACILITATOR:</b>	Annie Greene	<b>MINUTE TAKER:</b>	Tress Williams
<b>TYPE OF MEETING:</b>	259 Committee Meeting		

**ATTENDEES PRESENT:**

Annie Greene	Cassie Blakeslee		
Tress Williams	Dan Hickman		
Jenn Champ	Ned Lindstrom		

**Agenda Topic:**

**Discussion:**

259 Leadership Team Responsibilities

Discussed vote budget – no paid consultant, funds needed for legal fees and advertising

**Conclusion:**

Cassie Blakeslee volunteered to take on campaign manager role – committee agreed

<b>ACTIONS</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE TO BE ACTIONED BY</b>
Review volunteer list to see if there are volunteers with financial experience – approach to see if they can serve as campaign treasurer	Committee	March 4 <sup>th</sup> , 2020
Contact volunteers to gauge availability	Committee	March 4 <sup>th</sup> , 2020

**Agenda Topic:**

**Discussion:**

Place and time of the vote

**Conclusion:**

Vote should be put on the school budget ballot and held at schools on same day as school budget vote

<b>ACTIONS</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE TO BE ACTIONED BY</b>
Board of Trustees approves vote location/date	Library Board	February 20, 2020

**Agenda Topic:**

**Discussion:**

Determine the vote timeline

Approved by James Prendergast Library Board of Trustees President, February 19, 2020

**Conclusion:**

Currently in Phase One of campaign timeline

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Follow timeline developed specifically for JPLA via committee	Committee	ongoing

**Agenda Topic:****Discussion:**

Proposition update

**Conclusion:**

Attorney is working on vote proposition language

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Proposition to be presented to school board, ideally on Feb 25 <sup>th</sup> school board meeting (will depend on proposition development progress)	Annie Greene, Lynn Warner	February 25 <sup>th</sup>

**Agenda Topic:****Discussion:**

Potential Honorary Campaign Chair – public figure who can serve as face of the campaign, support the library

**Conclusion:**

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Research potential candidates	Committee	March 4 <sup>th</sup> , 2020

**Agenda Topic:****Discussion:**

PR strategies – online and print promotion

Key points and details to communicate

Potential slogan – “Be a library hero”

**Conclusion:**

Continue with PR plan

ACTIONS	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Develop the message – call to action, promote library as reliable resource	Committee	February 19, 2020

Approved by James Prendergast Library Board of Trustees President, February 19, 2020

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**NOTES:**

Next meeting February 19<sup>th</sup>, 2020 AT 4:15