

Steering Committee Minutes  
FOUNDATION FOR SOUTHERN TIER LIBRARIES  
May 4, 2011

Present were Mary Bacalles, Maija De Roche, Denise King, Judy Phillips, Paul Webster, Bonnie Weber, Dale Wexell, and Ristiina Wigg, STLS

The meeting was called to order at 4:35pm .

Bonnie Weber presented the minutes and information reviewed at the April 13<sup>th</sup> meeting.

Dr. Wexell discussed suggestions for Years I and II for the Foundation, including a capital campaign to retire the STLS mortgage debt. He estimates that the right 20 -30 people might be able to contribute 80% of the cost.

Judy Philips has agreed to join the Foundation Board of Trustees. She has discussed the Foundation with the Watkins Glen Board and with others in the community. Questions raised with her:

- How will funds be raised? (compete with local libraries?)
- How will the Foundation select projects to be funded?
- How will funds be distributed among libraries?

The approach of retiring the mortgage answers these questions by helping all libraries equally.

Dale estimated that the campaign would take 8 – 12 months, obtain pledges, this would be a 2 -3 year plan. The STLS Revenue Enhancement committee will assist the Foundation. This plan will be helpful in recruiting trustees; letting them know that STLS will assist them in the first year.

The deadline for applying for Foundation incorporation will be July 15<sup>th</sup>. Selection of officers will be addressed at the June 1<sup>st</sup> Steering Committee meeting. STLS trustees and the Revenue Enhancement committee will finish recruiting trustees in June.

Other first year activities: bank account, check book, financial procedures, arrangements for audit, policies, stationery, Foundation brochure

Timeline:

File for incorporation – July 15<sup>th</sup>

File with the office of Charities

Apply for IRS 501(c)3 status

Target private foundations and sources, Statistically individual persons and families make approximately 90% of charitable contributions. We don't want to siphon off big contributors from local libraries. It is important to get the right person to ask.

By-laws were reviewed and simplified. It was decided that only the Financial Committee would be specified; the Foundation can create other committees as needed. A complete set will be provided at the next meeting.

Next meeting:

- Selection of officers
- Brainstorm kick-off event
- Plan first meeting of Foundation in June
  - Adopt by-laws
  - Pass resolution to incorporate

Respectfully submitted,  
Ristiina Wigg