

CHELSEA BOARD OF LIBRARY TRUSTEES
Special Meeting to Strategize Silent Auction Fundraising Event
Monday, October 26, 2015 6:30 PM
Chelsea Public Library

MINUTES

1. Meeting called to Order at 6:30
 - a. Present: Russ Martin, Kasey Petterson, Toni Gildone, Mary Savidge, Susan Morse
2. Space
 - a. We have been offered two booths by Farmers Market Committee for \$35
 - b. Space will be tight
 - c. We need to know that we will be at the back of the gym against the wall to accommodate what we have prepared for and in order to use the back wall space for display.
 - d. Need to have prominent signage that proceeds go to the Library.
3. Advertising
 - a. We will put ads in the Herald, 2 columns by 3 " for two weeks running.
 - b. We will accompany both weeks with a press release describing items & other details.
 - c. We will cover all advertising that we did for the Plant Sale...posters, calendars, FPF, etc.
 - d. Virgil will hand out the bookmarks now to each patron who takes out a book.
 - e. Posters will start going up now. They are in the library for us to pick up.
 - f. IMPORTANT: Post on Google Doc where you have put posters up, so we know where posters have been posted and where they need to go.
4. Food
 - a. Start off by asking Taylor if anyone else is planning to offer food: coffee and baked goods/pastries. Need to know ASAP.
 - b. If not, we will organize coffee and food table
 - c. We can only do it if it is out in the lobby as we cannot afford to give up any of our space to selling food.
5. Bidding Rules
 - a. All bidding will stop at 1:00 PM
 - b. Need to have strong signage letting people know that.
 - c. We will offer people who need to leave the auction early the option to continue their bidding for them such as we would for online bidders
 - i. We need to have a form for that
 - d. Mary will complete the Bidding Rules . Susan will submit to online site.
 - e. As a default, we can go to next lower bidder if someone reneges on their bid.
6. Next Meeting
 - a. November 5, Thursday at 6:00
 - b. We will plan staging for each item and what we need for set up.
7. Meeting Adjourned at 8:17

Thanks All!

Submitted by Susan Morse 10/27/15