**Gloucester Lyceum and Sawyer Free Library**

**Fundraising Committee**

**Monday, September 10, 2018 3:30 pm – 4:30 pm**

**Muzzey Room**

**2 Dale Avenue, Gloucester, MA 01930**

Meeting agenda

1. Call to order, welcome and introductions

2. Meeting with Meredith Fine to discuss writing the by-laws, mission statement, and narrative for a Library Foundation.

3. Set a timeline for completion of application and presentation to the full board.

4. Discuss the process of finding board members for the Foundation

5. Items not reasonably anticipated by the chair 48 hours in advance of the meeting

6. Identify next steps

7. Set date for next meeting