

**PLANO COMMUNITY LIBRARY DISTRICT  
FEBRUARY 15, 2018 FUNDRAISING COMMITTEE MEETING  
HELD IN THE DIANA HASTINGS BOARD ROOM  
OF THE PLANO COMMUNITY LIBRARY**

Committee Chair Ceil Carey called the meeting to order at 7:26 p.m. Present were committee members Adrian Frost and Jane Voss. Library Director Deanna Howard was absent.

**CITIZENS TO BE HEARD**

None.

**CHRISTMAS TEA**

The December 2017 Christmas Tea was discussed.

- Entertainment, Matt and Cynthia Gruel of Nostalgia Entertainment, was wonderful and all comments about them were very positive.
- Food was delicious and enough for everyone.
- Tea: Adrian felt it was not strong enough and we discussed ways to improve the tea making system. Some things may improve because of additional equipment that may be available from Belladonna. Otherwise four large urns to heat water will be needed.
- Also discussed the need for the tea servers to be more assertive in refilling cups. Perhaps a five minute review beforehand would be helpful.
- Since the number of teen volunteers is never known exactly until they actually arrive, Adrian suggested we anticipate divisions of volunteers depending on different amounts of actual volunteers.
- Adrian also suggested we meet in the week after the tea to follow up with a debriefing. Ceil will see that the date for that meeting is set up.

**OTHER**

None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:39 p.m.

Respectfully submitted,  
Ceil Carey

*Approved as submitted, 3/15/18*  
*Ceil Carey*