

**PLANO COMMUNITY LIBRARY DISTRICT  
JANUARY 17, 2019 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 7:22 p.m. Present were committee member Adrian Frost, President Jane Voss, and Library Director Deanna Howard. Trustee Natalie Kollmann was absent.

**CITIZENS TO BE HEARD**

None.

**CHRISTMAS TEA**

The December 2018 Christmas Tea was discussed.

- Entertainment: Laura Keyes presented "Laura Ingalls: Christmas Memories". Everyone enjoyed the performance. Ceil has been gathering ideas for the 2019 tea, but we didn't decide on anything at this time.
- Food: We had plenty of food. The only thing we ran out of was egg salad.
- Volunteers: We did not have as many volunteers this year, only 8 showed up (we had 15 last year). There was a discussion about making sure we have enough volunteers next year.
- Tea: Adrian noted some changes we should make for next year:
  - We need at least 10 teapots and 5 more gallons of water.
  - We need more ways to heat the water, at least 2 additional heaters. Deanna indicated she could purchase more coffee pots, but Adrian felt he could bring whatever is needed from Belladonna. This year we were heating tap water in the microwave, which was not ideal.
  - He would like to have time to give the servers a quick guide to serving (how to carry the pots, how much to pour, how to bring back for refill, etc.) Deanna noted there should be plenty of time for this because the volunteers are asked to arrive by 12:30. Servers should also be trained on how to serve the food.
  - It would be helpful for Adrian to have an estimate of what time the tea would be served so it could be ready. Ceil will try to coordinate this with next year's performer.
  - Adrian said that next year he will bring fruity flavors with bold colors.
  - Adrian asked about providing Belladonna gift cards for the volunteers. Deanna reported that she purchases a Classic Cinema gift card for each student volunteer.

**OTHER**

The committee will meet after the February 21 board meeting to discuss other fundraising ideas.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:49 p.m.

Notes taken by Deanna Howard

*Ceil Carey*

*Approved as submitted, 2/21/19*