



# Notes

Jul 1, 2026 6pm

# Library Meeting

Attachments  Library Meeting

Meeting records  Transcript  Recording

In Attendance: Daniel Khan, Nicole Landreman, Patty Hathaway, Shana Schaberg, Cindy Gilchrist, Chris Dixon-Boles

## Summary

The Board discussed the meeting agenda and auction logistics.

### **Agenda and Donation Procedures**

Members discussed the modified agenda and the protocol for updating donation sheets independently.

### **Auction Logistics Coordination**

Participants coordinated the distribution plan for bid sheets and reviewed general event setup requirements.

### **Executive Session Approval**

The group voted to enter an executive session regarding compensation adjustments.

### **After executive session:**

Committee members aligned on raffle logistics and auction strategies for effective fundraising and community outreach.

### **Raffle Tracking and Sales**

Participants established a strategy for tracking raffle tickets and utilizing centralized digital platforms for sales reconciliation. The decision was made to manually complete physical tickets for all digital transactions. Board needs to familiarize itself with Zeffy to

confirm logistics of online and physical ticket sales.

### **Financial and Donor Management**

Donations were reviewed and organized for auction attribution. Attendees focused on finalizing contact details and streamlining ledger processes for cash box management.

### **Solicitation and Event Planning**

Donor outreach status was evaluated with ongoing efforts identified for remaining potential contributors. Event logistical assignments were confirmed to ensure comprehensive coverage.

### **Next Meeting**

The next auction meeting is set for July 8th at 5:15 p.m. to consolidate scheduling.

## **Next steps**

- ☐ [Daniel Khan] Manage Donations: Update the donor tracking sheet with information submitted via email.
- ☐ [Patty] Verify Setup: Contact Phineas Swann to confirm the planned July 10 setup schedule.
- ☐ [Daniel Khan] Contact Zeffy Support: Contact Zeffy customer support to determine a method for integrating physical and digital raffle ticket numbering systems.
- ☐ [Nicole] Update Spreadsheet: Add a Sold By column to the tracking spreadsheet to designate the raffle ticket seller.
- ☐ [Nicole] Manage Cash Box: Bring the cash box and raffle ledger to the next event for money tracking.
- ☐ [Chris] Update Website: Publish the raffle purchase link on the library website before the July 4th event.
- ☐ [Daniel] Setup Auction Tickets: Configure the Zeffy portal to sell auction tickets for 25 dollars in advance.

- ☐ [Cindy] Solicit Donation: Reach out to the Snake and Apple for auction donation requests.
- ☐ [Shana] Follow Up: Follow up with the Bumblebee Bistro regarding their annual auction contribution.
- ☐ [Carmen] Request Donation: Solicit auction donations from Eastern Dragon and Mimos.
- ☐ [Daniel] Discard Dreams and Flying Disc
- ☐ [All] Follow up with donation solicitations

## Details

- **Meeting Commencement and Agenda Modifications:** Nicole called the library auction meeting to order at 6:18 p.m. on July 1st. Nicole proposed several additions to the agenda, including discussions regarding food for the auction, raffle tickets, and an executive session to review an update regarding Marg ([00:00:02](#)). Additionally, the group determined they needed to schedule the next auction meeting and verify the status of donor sheets to ensure members had appropriate support ([00:00:50](#)).
- **Donation Tracking Procedures:** Regarding the status of donations, Patty suggested that due to time constraints, the group would not review the donor sheets in their entirety during the meeting ([00:01:13](#)). The consensus was for members to independently access the donation sheet to update their assigned tasks or email Patty to have the updates added ([00:00:50](#)).
- **Scheduling Future Meetings:** The group agreed to hold their next meeting on the 8th. To consolidate scheduling, Patty proposed starting at 5:15 p.m. rather than organizing a separate, additional meeting ([00:01:27](#)).
- **Setup and Logistics Coordination:** The participants discussed the necessary arrangements for the auction, including the distribution of bid sheets and general event setup. Patty noted that they had previously indicated they would assist Darren with setup on Tuesday, the 10th, and committed to checking with Paula and James to confirm these details ([00:01:44](#)).
- **Adoption of the Amended Agenda:** Following the discussion of additions, Daniel requested a motion to adopt the amended agenda for the meeting.

Nicole seconded, and the group voted in favor to approve the agenda ([00:02:05](#)).

- **Executive Session Commencement:** The group moved to initiate an executive session to discuss Marlene's pay. Nicole formally made the motion, which was seconded by Cindy. Following a vote in favor, the group entered the executive session at 6:21 p.m., and the meeting recording was paused ([00:02:05](#)) ([00:02:58](#)).
- **Executive Session Exited:** Marlene's pay challenges was discussed. No actions taken; to be addressed at next meeting
- **Library Printer Quality:** Patty raised a concern regarding the quality of the library printer cartridges, noting that recent prints were of poor quality ([00:00:02](#)).
- **Raffle Tracking Strategy:** The group discussed the logistical challenges of selling raffle tickets, specifically the need to reconcile physical tickets with online sales through the Zeffy fundraising platform ([00:00:26](#)). Daniel indicated that Zeffy offers tools for managing raffles, and the group considered entering ticket sales into a centralized system to ensure accurate tracking, acknowledging that maintaining solely paper-based records presented a risk of losing track of ticket numbers ([00:01:35](#)).
- **Raffle Ticket Inventory and Pricing:** The participants reviewed the pricing structure for the raffle, confirming that both green (ski pass) and purple (Elevation 4,000) tickets are priced at \$10 for one or \$40 for five ([00:04:57](#)). The group confirmed that the season pass is valued at \$1400, with a minimum bid of \$1,500 mentioned for the elevation package ([00:05:20](#)).
- **Raffle Sales Strategy:** The group discussed the plan for selling tickets, agreeing that in-person sales would be significant, particularly around the Fourth of July ([00:00:26](#)) ([00:06:03](#)). Participants decided to limit initial distribution to 50 or 100 tickets per person to ensure they could manage the tracking, with the goal of actively selling tickets throughout the parade route ([00:06:03](#)) ([00:07:12](#)).
- **Raffle Sales Spreadsheet:** To assist with tracking, Nicole created a spreadsheet template that can be used to manage individual ticket sales, which participants may use to log their activities ([00:08:47](#)).

- **Silent Auction Ticket Sales on Zeffy:** The group confirmed that auction tickets should be sold via the Zeffy platform, noting a price of \$25 for advance sales ([00:10:05](#)). Daniel provided a demonstration of the Zeffy interface, showing that the system allows for the creation of a checkout portal for buyers to purchase tickets using credit cards ([00:10:47](#)).
- **Reconciliation of Raffle Sales:** There was an extensive discussion regarding how to reconcile digital Zeffy sales with physical ticket sales ([00:11:57](#)) ([00:14:00](#)). The group determined that when a sale occurs through Zeffy, the person who made the sale or is assigned to the task is responsible for manually filling out a corresponding physical ticket, or they would need to coordinate with Zeffy customer service to align ticket numbers ([00:12:57](#)) ([00:14:37](#)). Daniel committed to reaching out to Zeffy customer support to determine if there is an automated way to populate raffle numbers to match their existing physical ticket rolls ([00:18:26](#)) ([00:20:37](#)).
- **Distribution of Raffle Tickets:** Board member assigned specific ranges of ticket numbers to themselves for upcoming sales ([00:20:51](#)).
- **Cash and Ledger Management:** The group agreed to use a single cash box for raffle funds, which will also house a ledger to track cash deposits ([00:24:47](#)) ([00:25:42](#)). Nicole committed to managing the cash box and ledger, noting that the ledger will record who deposited money and when ([00:25:09](#)) ([00:26:18](#)).
- **Digital Payment and Website Integration:** Participants discussed utilizing a link to the Zeffy campaign, which will be posted on the Montgomery Town Library website to facilitate online ticket sales ([00:08:27](#)) ([00:28:40](#)). Reviewed the digital checkout process, verifying that it sends receipts to the purchaser's email, and confirmed that they would provide the link or printed versions of the flyer to potential donors ([00:29:10](#)).
- **Promotional Support:** The group discussed the potential for Jay Peak to promote the raffle on social media, noting that they had successfully promoted past events, and expressed hope that they would do so again to reach a wider audience ([00:31:26](#)).
- **Food Donations and Contributions:** The group reviewed recent food donations, noting a \$75 contribution from the Stuart and Spenser Simrill families and a \$50 donation from Titus and Jane Presler ([00:32:20](#)). Additionally, Keith

contributed \$50, which the group decided should be given to Liz and tagged for the auction, along with a note to recognize the donor in the lists ([00:33:00](#)).

- **Auction Donor List Maintenance:** Attendees discussed the donor list, clarifying that specific contact information, needs to be finalized ([00:33:40](#)).
- **Solicitation Follow-ups:** The group discussed various businesses to approach for donations and agreed to split tasks based on individual availability and travel patterns ([00:34:09](#)).
- **Status of Specific Donor Requests:** Participants provided updates on the status of various donors ([00:36:58](#)). .
- **Meeting Adjournment:** Daniel moved to adjourn the meeting at 7:26 PM, Patty seconded. All in favor. Adjourned at 7:26pm ([00:44:24](#)).



# Transcript

Jul 1, 2026

# Library Meeting - Transcript

00:00:02

**Daniel Khan:** All right. So, we're going to call our library auction meeting to order. It's at 6:18 p.m. on July 1st. Um, so first thing we're going to do is make some changes to the agenda. Um, first thing that we're going to add in is uh we want to go over the food for the um for the uh auction and we want to go over the raffle tickets um for the auction.

00:00:29

**Daniel Khan:** Um and then anything to the silent auction doesn't need to be added to the agenda since it's just already um the photo shoot the photo shoot. Then the uh only other thing that would need to be added to the agenda was we need to start an executive session um to briefly talk about the uh update with Marg but that isn't the only other thing that needs to be addended.

00:00:50

**Daniel Khan:** We need to make sure that we schedule a meeting for the next auction meeting. We're two weeks out. Yep. And then um what else? I can't see what this says. Um I think Oh, donations. We probably should make sure that other people don't need help with that or if they have any questions about it.

**00:01:13**

**Daniel Khan:** Yeah. Do we want to go through all of them or do we want to just kind of I think we don't have time anymore and I don't think it's necessary. I feel like people if they can access this sheet and just see who they said they were going to go to and either put it on themselves or email me and I'll do it.

**00:01:27**

**Daniel Khan:** Yeah. Because a couple people have been doing that but not everybody. Y and um Yeah. And then we have to we have to make we can do this on the 8th if we're going to have a meeting on the ETH. If we could start like at 5:15 instead of having a separate meeting. Does that work best?

**00:01:44**

**Daniel Khan:** Yes. and and then we could go over things like who's going to do and when bed bid sheets, two and when setup we told Darren uh that we'd help set up I think on Tuesday the 10th, but I can check base with uh Paula and James and see what they know about that. Yeah. Um that's it I think more something.

**00:02:05**

**Daniel Khan:** I wish I could read my writing. I wrote this when I was in a panic and I realized that my bid the donor sheets weren't printing out that my cartridge had run out and so is there anything else to add to the agenda that's not silent auction related that's not already and raffle the raffle and silent auction so that's okay cool so we want to jump into the executive session then motion to adopt the agenda as amended oh yes uh can I makeot you motion that so I'll second that all in favor

**00:02:36**

**Daniel Khan:** I any opposed abstensions? All right, good to go. Awesome. All right, so we're sharing this meeting or is she just It's recorded, so we just need to have the pass. Yeah, she's so Yeah, I'm not too worried about that. But let's move on to the next thing. Uh, so the executive session, do we need to do anything to like formally start that?

**00:02:58**

**Daniel Khan:** Like yes, someone needs to make a motion to go into All right, so I'm going to motion to start the executive session regarding Marlene's pay. Does it need to be seconded or second? So, Sydney seconds that. All right. Then we do all in favor. I think so. I think it's just I don't. All right. All in favor? I all oppose. All abstained. So moved. Um. All right. So, we're entering. Uh, we are entering the executive session at 6:21 p.m. And for the purpose of that, I will pause all recording.

**Transcription ended after 00:10:58**

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