

Sun Prairie Public Library
Foundation Board Meeting
September 25, 2001

Board Members Present: Alice Hensen, Tom Diener, Mike Allen, Sharon Zindars, Jeannie Farmer, Pat Wende

Others Present: Sharon Meier

Board Members Absent: Jim Drogue, Terry McIlroy

The Sun Prairie Public Library Foundation Board held a meeting on Tuesday, September 25, 2001 at the Library Conference Room. The meeting was called to order at 5:10 P.M. by Board President, Alice Hensen.

1. REVIEW OF MINUTES

Since no copy of the minutes from the July 25, 2001 meeting were presented, this topic was tabled.

2. CONSIDERATION AND DISCUSSION OF MEMO OF UNDERSTANDING

Mike Allen reported on a meeting held concerning the matter and presented several revisions to the Memo that needed to be addressed. A discussion followed concerning the revisions. Sharon Zindars suggested changing the form of the date at the beginning of the Memo to a form that would be filled in upon the signing of the document. A discussion followed and it was reported that the Library Board of Directors, Friends of the Library, and City of Sun Prairie have approved the Memo of Understanding and are prepared to sign it once it is finalized by the Foundation. A brief discussion followed concerning when the Foundation should notify the Library Board the availability of funds. It was agreed that this report should go to the Board by November 30th of each year.

3. CONSIDERATION OF LOGO AND STATIONERY

The Board reviewed samples of stationery, envelopes, business cards and donor envelopes. It was suggested that bookmarks also be included, based on the business card stationery design. MOTION: Pat Wende made a motion to accept the presented samples with the addition of a bookmark. Tom Diener seconded the motion. The motion was accepted unanimously.

4. CONSIDERATION AND DISCUSSION OF GIFT POLICY LETTER AND OTHER POLICIES

Sharon Zindars explained to the Board the different types of donations that have been received by the Foundation. The two main categories are the Piano Project and General donations. A discussion followed on establishing a gift acceptance policy and an investment policy. To construct such policies it was decided that other sources will be reviewed. Sharon Zindars will contact other libraries, Pat Wende will look into the school system policy, Alice Hensen will talk to the Colonial Club, Jeannie Farmer will contact Sacred Hearts, and Tom Diener will look over the Internet. Copies of all policies will be forwarded to each Board member from these sources and, hopefully, policies can be formed for the Foundation from a composite of these policies. Alice Hensen and Jeannie Farmer will coordinate the investment policy. Mike Allen and Tom Diener, the gift acceptance policy/letter.

5. CONSIDERATION OF SUCH OTHER MATTERS AS AUTHORIZED BY LAW

Jeannie Farmer made a brief financial report.

The meeting date for the next meeting was set for Tuesday, November 13th at 5:00 P.M.

Sharon Zindars brought up the pay issue for the position of Administrative Assistant. It was agreed that the easiest way to pay this position is to go through a temporary employee agency.

The meeting was adjourned at 6:04 PM.

Respectfully submitted by Sharon Meier