

SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOARD OF DIRECTORS MEETING
6:00 P.M., Tuesday, August 12, 2003
Library Conference Room

Present: Alice Hensen, Terry Weisensel, Dawn Loos, Pat Wende, Bob Kincaid,
Sharon Meier

Absent: Mike Allen, Jeanie Farmer, Tom Diener, Sharon Zindars

The August 12, 2003 foundation meeting was called to order at 6:03 P.M. by board president Alice Hensen.

1. CHANGES TO AGENDA

Alice Hensen introduced the new board member representing the library Board of Trustees, Dawn Loos. Following the introduction, Sharon Meier presented each board member with a binder containing all pertinent information concerning the foundation.

2. REVIEW OF MINUTES

The minutes from the April 29, 2003 meeting were reviewed.. There were no additions or corrections. The minutes were declared approved.

3. FINANCIAL REPORT

Alice Hensen presented board members with copies of the quarterly financial report. MOTION: Terry Weisensel made a motion to accept the quarterly financial report as presented. The motion was seconded and passed unanimously.

4. INVESTMENT POLICY

The investment policy was signed at the April 29, 2003 meeting and is considered finished.

MARKETING PLAN

- A. Alice Hensen introduced Bob Kincaid, a local resident who is a runner and familiar with marathons. Bob explained what is necessary to sponsor a run. He also explained the need for volunteers, t-shirts for participants, advertising, entry fees and length of course. A lengthy discussion followed concerning all of the above mentioned subjects. Alice Hensen asked Bob to look into coordinating the run with the corn fest and return to the next meeting with more information. The board thanked Bob for attending the meeting and the information he had presented.
- B. The topic of a fall mailing was discussed. Since the November, 2002 mailing had been quite successful it was thought that November would also be a good time this year. A discussion followed concerning a larger mailing. Sharon Meier told the board that Sharon Zindars would look into using the library card lists. This would bring the mailing to approximately 13,000. Alice Hensen suggested the board

meet in September to make decisions on this mailing. Pat Wende agreed to help with the design.

OTHER MATTERS

- A. A nomination committee will have to be formed at the October meeting to find applicants to fill expired terms for the January annual meeting. Terry Weisensel offered to act as the committee and will contact Mike Allen about remaining on the board for another term.

- B. Sharon Meier passed out copies of the Direct Deposit form letter and Authorization slip. The board was informed that there were two donors who already had taken advantage of this service. A brief discussion followed concerning the process needed to set up these accounts.

MOTION: Pat Wende made a motion to adjourn the meeting. The motion was seconded and passed.

The meeting was adjourned at 6:51 P.M.

Respectfully submitted by Sharon Meier