

**SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOARD OF DIRECTORS MEETING
8:00 a.m., Tuesday July 21, 2015
Library Conference Room**

Minutes: July 21, 2015

1. Call to order: Terry McIlroy called the meeting to order at 8:00 a.m.

Roll call:

Present: Adam Bock, Kathleen Curran, Jeff Gauger, Heather Jones, Barb Loftus, Terry McIlroy, Dan O'Brien, Aaron Oppenheimer, Errol Polenske, John Richards, Harry Ripp, Mark Schellpfeffer, and Nicole Waerzeggers

Absent: Nicole Beattie and Laura Stechschulte

Also present: Svetha Hetzel, Jean Joyce, Paul Mestelle, Rebecca Renk, and Cindy Stankey.

2. Approval of minutes for May 19th Board Meeting:

→ Motion to approve minutes for May 19th Board Meeting:

(1) Adam Bock (2) Errol Polenske Motion passed unanimously.

3. Introduction of New Staff: Svetha Hetzler and Jean Joyce.

Svetha Hetzler was introduced to the Board as the new Director of the Sun Prairie Public Library.

Jean Joyce was introduced as the library's new Administrative Assistant.

4. Farm Technology Days Opportunity – Rebecca Renk

Farm Technology Days will be held in Dane County this year. The Library has an opportunity to partner with the Marshall Library to promote the library, Friends, and Foundation. Participation in the event was discussed.

5. Taxes: Approval of 990EZ – Barb Loftus

- The 990EZ tax form has not been completed. Terry McIlroy will send copies via Dropbox; the vote will be taken by email.
- Once the Endowment exceeds \$500K, we will no longer be able to file the 990EZ. Implications of that change were discussed including our 501c status and how we track data in QuickBooks.
- Concern was expressed over the service we are receiving through Wegner.
- The possibility of adding Kristine Boernboom to the Finance Committee was discussed.
- An update on the status of Amazon Smile was given.

6. Treasurer's report – Barb Loftus

- The financial report, which was distributed prior to the meeting (via email), was discussed.
- Per our tax accountant, next year we will need to track the value on every in-kind donation.
- Barb Loftus and Adam Bock will draft a policy for the Board on accepting in-kinds donations.
- Please review the one page summary provided with the Treasurer's report and give feedback for future reports.

→ Motion to approve Treasurer's report:

(1) Harry Ripp (2) Adam Bock Motion passed unanimously.

7. Committee Reports:

Finance – Dan O'Brien/Barb Loftus

- The Foundation Board investments are doing fine; they remain well within our investment profile which has a very conservative risk tolerance.
- Our investments are up 2.19 % for year. The funds at Edward Jones have earned just shy of 7% per year after costs.
- Quarterly, \$5K will continue to be transferred from checking to investments, keeping checking at no more than \$10K.
- Due to low CD interest rates, all investments are being added to the Edward Jones portfolio which is 100% liquid.

Book'n It

Sponsorship – Harry Ripp/Adam Bock:

We have exceeded our \$18K sponsorship goal; we are currently over \$20K.

Volunteer Sign Up for the Run – Terry McIlroy

Volunteer training is scheduled for Monday July 27th through Thursday July 30th. Logistics of the event were discussed.

Marketing Committee – Mark Schellpfeffer

- Nicole Waerzeggers has been doing a great job with Booker.
- Promotion of Book'n It on social media is going strong.
- Eight promotional/informational emails have been written; the fourth email will be sent out today.
- A press release was given to the Star yesterday and an interview is scheduled for Friday (July 24, 2015).
- McFarland State Bank is using their message board to promote the run.
- UW Health will have a table at the run promoting their grand opening which is the day after Book'n It.

Children's Run – Kathy Curran/Nicole Beattie

Everything is in order; mascots have been lined up.

8. Conflict of Interest Policy – Adam Bock

A Conflict of Interest draft was distributed and discussed. It is recommended that the Board adopts a Conflict of Interest Policy by the end of the year; we will address this again at our next Board meeting.

9. Library Board Update – Svetha Hetzler

The Library Board addressed several items at the last meeting: removal of engraved walkway tiles, collection issues, flagpole removal and storage, and replacement of the front doors to the Library.

10. Friends Update – Paul Mestelle

The Friends recently raised their dues; new brochures are being printed. The Friends Social & Potluck is scheduled for the third Monday in August. Upcoming programming was discussed.

11. Information sharing:

- Two committees need to be formed in September: one to combine the Book'n It website with the Foundation website, the other to recruit a Vice President for the Foundation Board. Terry McIlroy's term as Foundation President is done in November; Heather Jones will move from Vice President to President.
- Nicole Waerzeggers and Booker will be at the opening for the new hospital clinic on Sunday, August 2nd.

12. Adjournment

→ Motion to adjourn the meeting at 10:10 a.m.

(1) Adam Bock (2) Aaron Oppenheimer Motion passed unanimously.

UPCOMING MEETINGS:

Foundation Board Meeting:

Tuesday, September 15th, 2015 in the SPPL Conference Room