

**SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOARD OF DIRECTORS MEETING
4:00 P.M., Tuesday, March 12, 2002**

Present: Alice Hensen, Tom Diener, Mike Allen, Pat Wende, Sharon Zindars, Jeanie Farmer,
Sharon Meier

Absent: Terry McIlroy

The meeting for the Sun Prairie Public Library Foundation Board of Directors was called to order at 4:10 P.M. in the conference room of the Cornerstone Building by board president Alice Hensen.

1. MEETING MINUTES

There were no corrections to the February 12, 2002 meeting minutes. Alice Hensen declared the minutes would stand as approved.

2. NEW MEMBERS

Tom Diener had spoken to Terry Weisensel about the position open on the board. Terry seemed interested in the position. Jeanie Farmer also contacted Tom Scholander regarding this opening. She will contact him again to determine if he has made a decision in this matter. The matter will be finalized at the April meeting.

3. PIANO PROJECT REPORT

Sharon Zindars reported that the piano had arrived. She thought there might have been monies left from this project, which would remain with the foundation as agreed to with the piano teachers. Alice Hensen asked if the piano teachers were planning any type of function to introduce the piano to the public. She noted that if a function was to be planned it might be in conjunction with the foundation, offering information about the foundation and its purpose/goals. Sharon Zindars will contact Diane Falk to give her information on how to contact Alice. A discussion followed concerning promotional materials needed for the above event. Graphics and publication were included in the discussion. It was noted that a donation card should be included in the brochure. Pat Wende offered to help Sharon Zindars with the brochure development. The board asked about memorial cards that might be available at local funeral homes for use in memorials. Sharon Zindars noted that cards had been printed at the time the foundation had its stationary printed. Alice Hensen will contact the Tuschen-Newcomer funeral director and Jeanie Farmer will contact Cress funeral home concerning these cards.

4. GIFT ACCEPTANCE POLICY

A lengthy discussion followed pertaining to the gift acceptance policy. Jeanie Farmer suggested that any donation other than cash should be approved by the board. The board also agreed that the fair market value of other donations are the responsibility of the donor. Alice Hensen explained to the board that the Bank of Sun Prairie will help if the decision is made to accept credit card donations, but there will be a small fee for this service. Mike Allen will review, streamline and generalize the gift acceptance policy and report back to the board.

5. OTHER MATTERS

Alice Hensen has received written material from the Colonial Club explaining their endowment policy. It was agreed that such a policy be the next board project. After a brief discussion Jeanie Farmer and Alice agreed to look into other endowment policies.

The board discussed the need for a marketing plan.

Sharon Zindars reported that the City tourism committee has asked to use the library's photo. Sharon noted that the photographer owned the rights to the photo and would charge anyone except the library for its use.

Sharon also explained that the Library Board of Directors would like a quarterly financial report in writing from the Foundation.

The board scheduled the next meeting for 4:00 P.M., Tuesday, April 9, 2002 to be held in the conference room of the Cornerstone Building.

MOTION: Tom Diener made a motion to adjourn the meeting. The motion was seconded and passed unanimously. The meeting was adjourned at 5:20 P.M.

Respectfully submitted by Sharon Meier