

**SUN PRAIRIE PUBLIC LIBRARY FOUNDATION  
BOARD OF DIRECTORS MEETING**

8:00 a.m., Thursday, March 17, 2016  
Sun Prairie Public Library Conference Room

**Minutes**

1. Call to order
  - a. Meeting called to order at 8:04. All members present except Aaron Oppenheimer and Kathy Curran. Also present: Svetha Hetzler, Sally Campbell, and Renee Gabel.
  - b. Adam Bock introduced Professor Jacob Gill and student Zhen Zhong from Edgewood College. These are the accounting professionals who will be reviewing and adjusting the Board's QuickBooks figures.
2. Approval of minutes for January 21st Board Meeting
  - a. Harry Ripp would like to commend Harry Reid for volunteering to help with promotions at the last Board meeting. Sadly, this information was based on a typo by the Secretary and Mr. Reid is not actually available at this time. Apologies on behalf of the Secretary to all who were looking forward to his participation.
  - b. Motion to approve minutes by Dan O'Brien. Seconded by Errol Polenske. Approved unanimously.
3. Library update – Svetha Hetzler
  - a. Updates included information regarding: Library's Irish Celtic radio show program; meeting with the mayor; arrival of new administrative assistant Sarah Michaelis; an initiative discussed at the DCL Director's meeting to get Wisconsin Chamber Orchestra passes for use at the library; presentation to the Colonial Club; good numbers in circulation and technology use reported from the recent data collection period; the approval of the WiLS three-phase strategic planning survey and report, which will begin later in 2016.
4. Treasurer's report – Barb Loftus
  - a. Introduction of new template for presenting Treasurer's Summary to Board.
  - b. Edward Jones funds are recovering.
  - c. Gala income from donations and ticket sales is close to \$5,000.
  - d. Dan O'Brien's Report: Market is down .97% for the year so far, which is an improvement from the last numbers presented.
  - e. Adam Bock would like to point out that Barb Loftus is a rock star who has gone to amazing lengths to gather, recover, organize, and maintain the Board's financial information. Board concurs that Barb is really, really great.
5. Job descriptions – Heather Jones
  - a. The job description has been finalized. Nicole Beattie was quite sure it was on the website already. Barb Loftus could not find it, because it was not actually there. This embarrassing error was corrected immediately after the meeting and the job description is now available in multiple areas of the website.
  - b. The description is also available on official letterhead via .pdf document for further distribution.

6. Conflict of Interest policy **AND**
7. Bylaws update – Heather Jones for Kathy Curran
  - a. Kathy Curran is almost finished with the bylaws update, and when the update is completed everyone will be asked to sign the conflict of interest policy.
  - b. These will also be an addition of a formal non-discrimination policy. This was suggested because potential sponsors or donors may require an official non-discrimination clause in order to consider the Foundation for funding.
8. Foundation printer purchase
  - a. Executive decision was made to spend \$267 on a new printer.
9. Guidestar.com – non-profit website
  - a. Guidestar is a non-profit vehicle for people or organizations looking to donate, and Heather Jones suggests using it as a way to make the Board's information available to more potential sponsors.
  - b. Jacob Gill points out that it will pull public information, but is similar to a LinkedIn profile in that the Board can control its additional information and message.
10. Committee reports
  - a. Planned Giving - Harry Ripp
    - a. Book will probably not be done by Gala. Nicole Beattie is currently working on the bios for the authors that will be included in the book.
  - b. Gala – Heather Jones, Jeff Gauger
    - a. Reminders to build baskets or drop off at library to be built by committee.
    - b. Request for Gala volunteers, please sign up as there are multiple openings on the volunteer list.
    - c. Jeff Gauger's Facebook Gala cross-marketing post garnered several thousand views for the Gala. Very cool.
  - c. Book'n It – Nicole Waerzeggers, Harry Ripp
    - a. Sponsorship lists have been assigned and handed out. Board members should be contacting their listees, as well as remembering to send handwritten thank-you notes to those that return the sponsorship agreement. Thank-you cards and envelopes are available in the library's mail room.
    - b. Sponsorship dollar levels are at about the same amount as this time last year, with many new names on the list.
    - c. All information is available in the Board's Dropbox.
    - d. Print items have all been ordered with the exception of the flyers for school distribution.
    - e. Raffle license renewal was confirmed, with the intention of possibly including the gift certificate from Endurance House as a raffle prize.
    - f. 1<sup>st</sup> Booker appearance for 2016 race is next month.
11. Library Board update – Renee Gabel
  - a. Board is creating a volunteer waiver of liability. Friends are also planning to add one, suggestion is made that Foundation adds one as well.

12. Friends update – Sally Campbell

- a. Sculpture is commissioned and there has been an additional donation of \$2500 from the Rotary for the inclusion of benches, with the intention of using the area for programs.
- b. The Friends Board is working on volunteer liability clauses policies for the Friends and for the Book Store, as well as their job description.
- c. The Friends are discussing the idea of a membership drive. Heather Jones would like to remind everyone that she has asked the Directors to become Friends members, and that she will pay the \$10 fee. Thus far no one has taken her up on the offer OR joined the Friends. [Secretary notes that Ms. Jones has been nice about this issue so far, but opines that she would not be unjustified in becoming irritated in the future.] Please leave forms in Heather's Foundation mailbox if you would like her to pay for your membership.

13. Information sharing

- a. Nothing further was added at this time.

14. Adjournment

- a. Jeff Gauger motions to adjourn. Dan O'Brien seconds. Motion approved unanimously at 8:57.

**UPCOMING MEETINGS:**

**Foundation Board Meeting:**

Thursday, May 19<sup>th</sup>, 2015, 8:00 a.m. in the SPPL Conference Room

2016 Events:

Spring Gala, Saturday April 9<sup>th</sup>, 2016

Book'n It, Saturday August 6<sup>th</sup>, 2016

*Submitted by Nicole Beattie, March 30, 2016*