

SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOARD OF DIRECTORS MEETING
4:00 P.M., Monday, May 6, 2002

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

The May, 2002 meeting of the Sun Prairie Public Library Foundation Board of Directors was called to order at 4:00 P.M. in the conference room of the Cornerstone Building by board president Alice Hensen.

1. INTRODUCTION OF NEW BOARD MEMBER

Alice Hensen introduced new board member Terry Weisensel to the board members and welcomed him to the board.

2. MEETING MINUTES

The minutes of the April 9, 2002 meeting were adopted as written.

3. QUARTERLY REPORT

The quarterly financial report for the Foundation was reviewed. After a brief discussion concerning foundation assets and equity the report was accepted unanimously.

4. FOUNDATION BROCHURES

Sharon Zindars presented the board with copies of a revised mock-up of the foundation brochure. The board discussed several new changes to the brochure. Tom Diener presented another version of the fund raising section. A lengthy discussion followed with regard to pledges, donations, and automatic deductions.

Alice Hensen will investigate what disclosures would be required and the legalities involved for automatic deductions. Approval was given for meeting a limited number of brochures in preparation for announcement of the Foundation.

5. ANNOUNCING FOUNDATION

The date of the Dedication Recital is set for Friday, May 31, 2002 at 7:00 P.M. The board reviewed mock-ups of the invitation to be sent for the Dedication Recital. After a brief discussion, the board chose the invitation they preferred. An estimated 1200 will be printed and mailed out. The board discussed the length of the function. Sharon Zindars reported that the Friends of the Library will be paying for, and serving the refreshments. Tentatively the refreshments will be cake and beverages. Alice Hensen will present the piano to the library, with Terry McIlroy, Board President, accepting. Mike Allen was asked to make a short presentation announcing and explaining the Foundation.

6. GIFT ACCEPTANCE POLICY

Mike Allen offered the board a further revised Gift Acceptance Policy. A brief discussion followed. Two minor changes were made. Punctuation of sentence on line 5 of first paragraph and removal of the postscript at the bottom of page 4. Pat Wende made a motion to accept the Acceptance Policy as corrected. Tom Diener seconded the motion. The motion was passed unanimously.

The date for next month's meeting will be set at a later time. Tom Diener made a motion to adjourn the meeting. The motion was seconded and passed. The meeting was adjourned at 5:02 P.M.

Respectfully submitted by Sharon Meier