

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

**Meeting Minutes: September 28, 2017 Sun Prairie Public Library Conference Room**

1. **Call to order:** Heather Jones called the meeting to order at 8:00 a.m. and welcomed Michael Maass, who is considering board membership. Michael is a Senior Manager in Wegner CPA's Tax and Business Services Department and long-time Rotary member and resident of Sun Prairie.  
**Present:** Joel Adcock, Kathleen Curran, Ti Gauger, Heather Jones, Jason Kobs, Barb Loftus, Dan O'Brien, Aaron Oppenheimer, John Richards, Harry Ripp, Mark Schellpfeffer, and Nicole Waerzeggers      **Absent:** Matt Clumpner  
**Also present:** Sally Campbell, Svetha Hetzler, Michael Maass, Rex Owens, Cindy Stankey, and Erin Williams-Hart.
2. **Approval of minutes** from July 27, 2017:  
→Motion to approve minutes for July 27, 2017 Board Meeting:  
(1) Harry Ripp                      (2) Aaron Oppenheimer                      Motion passed unanimously.
3. **Financials** - Barb Loftus distributed the Treasurer's report (January - August 2017). Note this will be Barb's last Treasurer's report, as she has handed off the treasurer-baton to Jason. ***Many thanks to all the hours that Barb has spent pouring over the Board's finances over the last few years making certain everything was in order.***
  - a. Current assets are \$534K; next goal set by Finance Committee is \$750K.
  - b. Reminder when ordering online to utilize Amazon Smile to have a portion of your purchase donated to the charity of your choice (*hint hint – SPPL Foundation!*); we have received over \$300 from Amazon Smile purchases.
  - c. 2017 fund raisers were extremely successful: Gala \$20K and Book'n It \$31K.
  - d. Investments held at Edward Jones are up just over 10% in 2017; current value \$416.7K
  - e. Finance Committee members: Jason (chair), Aaron, Barb, Heather, and Kathy.
  - f. Moved to closed session to discuss Administrative Assistant (AA) Contract. Board to take steps to reduce the additional event-related activities the AA has been taking on as a volunteer; moving forward, these need to be covered by Board members or library volunteers. Goal is to keep the AA hours to an average of 40 hours/month, per our contract. A raise was discussed.→Motion to renew the Administrative Assistant contract for 2018 as it currently exists with a \$50 per month raise:  
(1) Aaron Oppenheimer                      (2) Harry Ripp      Motion passed unanimously  
→Motion to accept Treasurer's report:  
(1) Aaron Oppenheimer                      (2) Harry Ripp      Motion passed unanimously.
4. **Board Positions** – Board unanimously approved the following officers:
  - a. Aaron Oppenheimer, President
  - b. Jason Kobs – Treasurer
  - c. Barb Loftus – SecretaryEach position serves a two year term. The cushy yet prestigious Vice President position remains open and ready to fill. It was also noted that the position of Recruitment Committee Chair needs to be filled. ***Thank you to Heather for all the hard work, leadership, and speedy meeting facilitation during your term as President of the Foundation and Chair of the Gala.***
5. **Website Update** – Cindy has begun to do basic updates on the Foundation website. Send any edits you have to Cindy and Mark. Mark will focus on Book'n It updates; Cindy on general Foundation updates. Who would like to keep the Gala page up to date? Web-hosting is an unknown at this time as e-Media Resources, who has been hosting the page, is no longer in business. Mark and Nicole will investigate by contacting Kent Orfan and Patrick Dwyer as they are the ones who set up the website.
6. **Committee Reports:**
  - a. **Planned Giving:** Kathy Curran indicated the Planned Giving book and brochures were unveiled at the Friend's Social in August. Details of the book were discussed. The Board decided to include corporate donors in the book including those who have donated for a specific event. Financial and in-kind budgeted donations will be included. In-kind budgeted items consist of donations which the Board would need to budget for and purchase if they had not been donated, such as advertising or food at events. Non-budgeted in-kind donations will not be included in the book. It was reported that \$21K had been donated by the Friends; their Board has approved \$3,400 additional to bring total to \$25K, pending support of members. There is some question, however, as to total already received from the Friends. Per our FundRaiser Database records, the increased \$3,400

donation would put their total just over \$30K. **Thank you Friends of the Sun Prairie Public Library!** Main question is what do we need to do to get the book installed in the library? Committee to work on that.

- b. **Gala:** The date for the 2018 Gala has been set: April 21<sup>st</sup>. No other activity to report.
  - c. **Book'n It:** Nicole Warezeggers indicated the Committee Chairs and Marketing have met; plans are to give the 2018 Book'n It Run an added flair for the Run's 15<sup>th</sup> anniversary. Leadership is considering a DJ for the event. Cindy will most likely be out-of-town the week of Book'n It which means a lot of volunteer (non-Administrative Assistant) duties she has been doing the last few years will need to be picked up by other volunteers; Heather recommends these duties be taken on by establishing a few new subcommittee chairs. Heather will forward a list of potential committees to Aaron to fill at the Strategic Planning meeting. Nicole indicated that she will be accepting bids for the 2018 Book'n It shirts from local vendors who can keep the cost at \$3 or less. Harry indicated another goal for 2018 is to push teams as a way to increase participation. The Run's 15<sup>th</sup> anniversary would be a great year to break the 500 participant goal; this year we were at 433. Changing from Active Network to our timing company, Tortoise and Hare (T&H), for online registration is being strongly considered to eliminate last minute data shuffling currently involved in the final days before the race. The cost to participants to register online will be lower, the grief involved in entering paper registration data will be reduced, and T&H will be able to host sending email communications to runners.
7. **Library Board Update:** The board is looking at the best way to handle short-term investments in order to maximize return-on-investment. A resolution has been reached regarding our tax-exempt status; the library is meeting the minimum standards required. Cost-to-continue budget has been requested for 2018. Svetha's presentation to Council of the Whole was well received and details were documented in an article published by The Star. Plans to take that presentation 'on-the-road' to the Chamber of Commerce, Rotary, School Board, and Lions Club. The Optimist Club and Exchange Group are also candidates for the road show. Our library is now fine-free for most items; exceptions being Buzz Books, rental DVDs, video games, story-time kits, and equipment (such as energy meters, Nooks, Kindles, and hot-spots). Although this represents a reduction in our daily income (*sorry Aaron*), circulation will increase which in turn will increase our Dane County funding. More importantly, this new policy is an implementation of our Mission Statement. Accountability is still in place as items not returned automatically go to a lost status if they are not returned within 28 days of the due-date. The full replacement cost of the item is then charged to the patron's account which will block the patron's ability to check out more items until the lost items are paid for or returned. The Star published a great article highlighting Hoopla; usage is doubling each month. Air-balancing problems in the building have been addressed: the buffer has been reduced from 3 degrees to 1.5 degrees. Three area libraries are at various stages of building projects: Waunakee, Pinney, and Oregon. Erin Williams-Hart, Head of Adult Services was introduced. Today is her one month anniversary with the library. Her start day coincided with the Friend's Social so she had an opportunity to meet many of our fantastic supporters on her very first day (as well as enjoy a great meal). The library's Facebook page has surpassed 2000 likes.
8. **Friends Update:** The summer membership resulted in 36 new members; another drive is planned for October to coincide with the National Friends of Libraries week (October 15-21). Several new members, including one from Oconomowoc, were recruited at the Taste of the Arts held across the street from the library in June; keep that event in mind for promoting the Foundation next year. Budget and wish list items will be addressed at the next Board meeting. Strategic Planning meeting is scheduled for November 13<sup>th</sup>. The Friends voted to purchase new chairs for the Teen Space; Teen Advisory Committee helped with the selection. All in all, the Friends are doing well financially, especially considering the bookstore was closed for three weeks in May during the tile replacement project; current income is matching 2016 income. Two very successful programs were hosted in September: An Autumn Banquet with Chef Dunn and Birds of Prey. Both programs were filled to capacity! Chef Dunn will be returning in November. Jeff Robbins has completed the PSA; you can see it on the Media Wall. Both Sally and the Treasurer will be leaving the Friends Board after completing six terms; we will soon have a new liaison. Sally will be off the board but still heavily involved with the library. (*Sally, please note the current VP vacancy on the Foundation Board!*)
9. **Information Sharing** – QuickBooks will be updated to the on-line version which will incur a monthly fee. Highlights of the library's 2018 budget goals have been summarized in an info-graphic; it is posted online. The library will be open until 6 pm on Friday in 2018 which requires additional staff hours.
10. **Adjournment** → Motion to adjourn the meeting at 9:18:  
(1) Harry Ripp (2) Aaron Oppenheimer Motion passed unanimously.

#### **UPCOMING MEETINGS:**

**Foundation Board Meeting:** Thursday, December 14, 2017, 8:00 – 11:00 a.m. in the SPPL Conference Room

*Submitted by Cindy Stankey on September 28, 2017*