

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

Meeting Notes: September 21, 2015, Sun Prairie Public Library Conference Room

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

Roll call:

Present: Nicole Beattie, Adam Bock, Kathleen Curran, Jeff Gauger, Heather Jones, Barb Loftus, Terry McIlroy, Aaron Oppenheimer, Errol Polenske, Harry Ripp, Mark Schellpfeffer, and Nicole Waerzeggers

Absent: Dan O'Brien, John Richards, and Laura Stechschulte

Also present: Svetha Hetzler, Renee Gabel, Paul Mestelle, and Cindy Stankey.

2. Approval of minutes from July 21, 2015:

→Motion to approve minutes for July 21, 2015 Board Meeting:

(1) Aaron Oppenheimer (2) Harry Ripp Motion passed unanimously.

3. Treasurer's report – Barb Loftus

The financial report, which was distributed via email prior to the meeting, was discussed. Market is down, so we lost some in the Edward Jones investments; we are down \$13K. Book'n It did very well. Expenses are actually \$1,800 lower than in the email report; this has already been corrected in QuickBooks and will be corrected in the next Treasurer's report. The Police Department has not yet submitted their bill; last year it took several months for it to arrive. It was noted that the net income listed on the Balance Sheet was off by \$188.44 when compared to the Summary Sheet; this is due to Accounts Payable.

→Motion to approve Treasurer's report with changes to reflect Accounts Payable and updated Book'n It expenses:

(1) Aaron Oppenheimer (2) Nicole Beattie Motion passed unanimously.

4. Taxes – Adam Bock, Kathy Curran, Barb Loftus

Taxes were signed and mailed without Board approval because we were given only 24 hours to get them signed and posted. Discussion followed regarding the unacceptable tone and response time we received from Wegner, their bill for service (which was \$1200 over the quoted prices), the possibility of listing them as an event sponsor or in-kind sponsor, and what we should do for future tax preparation; the Finance Committee will address this.

The big issue with our tax preparation this year was how to handle the unrealized capital gain on our investments. Jacob Gill, Accounting professor at Edgewood College, is putting together a project for one of his classes based on our situation. This will either be a group project or an internship for one student; expenses will be paid by Edgewood College. The scope of the project is to determine the best way to classify our accounts in QuickBooks. This will provide a very cost effective way to get input on the best accounting practices, as compared with the five hour training suggested by Wegner.

→Motion to offer an in-kind donation to offset the difference between what Wegner billed vs. what we agreed to pay: (This will be done via a letter to management, with a copy to Kristine Boerboom.)

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

5. Conflict of Interest Policy – Adam Bock

Referencing the Conflict of Interest policy that the Friends use (which was distributed via email), it was recommended that the Finance Committee draft a Conflict of Interest policy for the Foundation Board to present at the November meeting. It was recommended that the policy be signed annually. Adam will head this up and will send out a draft prior to the November meeting.

6. Check Signers – Terry McIlroy/Barb Loftus

It was recommended that we don't update the authorized check signers until after the November Foundation Board meeting so that we can update the Officers and Library Director at the same time.

7. Recruitment of Board Members – Term expirations for 2015

Four Board member terms expire at the end of 2015: Kathy Curran, Terry McIlroy, Dan O'Brien, and Harry Ripp. Terry McIlroy has already indicated she will not be renewing her term. By the November meeting, we need to know who will be staying on the Board and who will be letting their terms expire. It was also noted that Board members can resign at any time.

Adam Bock recommended that Board members, whose terms will be expiring at the end of the year, will automatically be on the Recruitment Committee for that year. Those members will work to determine who will be staying on the Board and what skills are needed on the Board. They will present a list of names to Board at end of year of potential recruits.

The importance of vetting potential candidates was stressed. Someone needs to talk with the potential candidate for 30-45 minutes to explain how the Board works and what the expectations are. This is not a show-up-and-vote Board; serving on the Board is a major time commitment. Candidates need to be able to devote a lot of time to the Board and be able to ask for money.

8. Election Committee

New officers need to be elected in November. A committee was formed to recruit a new Vice President. Committee members include Nicole Beattie, Heather Jones, and Aaron Oppenheimer.

9. Committee Reports:

a. Finance – Dan O'Brien/Barb Loftus

Overall investment portfolio is down a bit due to current market conditions; Wisconsin Wealth Advisory fund still earning 3.5%. The Finance Committee is closing out CD's as they come due.

b. Book'n It Wrap Up

Financially, this was our most successful Book'n It Run, thanks in part to the Sheehan Family with the American Family Sports Center sponsorship and individual family donations. Based on our Post-Event survey, overall our participants are satisfied with the Run. Some questioned whether the route was truly a 5k/10k route. We had this route certified, but we are going to recheck the route to verify. Some runners did not like that sidewalks were included in the route; the possibility of moving it to the road was discussed.

c. Website Redesign – Mark Schellpfeffer

eMedia Resources will be combining the Foundation and Book'n It websites; this will include a page for the Gala too. Eventually, we will be able to make simple updates rather than going through eMedia. Terry will need our 2-3 line biography from each Board member for the website.

10. Tile Removal – Terry McIlroy, Svetha Hetzler

Tiles are being stored until it can be determined how many can be incorporated into the sculpture. Terry is working with Svetha and Sharon Zindars to send out a letter from the Foundation to tile donors to let them know what the status is and what the possibilities will be. Our contact information is outdated, but all library service desks have forms which we will use to collect contact information from those who have purchased tiles.

11. Farm Tech Days – Kathy Curran, Heather Jones

Over 1,100 people visited our booth at Farm Tech Days. It was a fun event which gave the Foundation good exposure.

12. Library Board update

Renee Gabel is our new Library Board liaison. The Library Board is working on next year's budget. Pearl Mosier, Circulation Manager, has announced her retirement; Pearl has been with the library for 30 years. A retirement party will be held in the Community Room on October 2nd from 3:00 to 5:00.

13. Friends update – Paul Mestelle

- 160 t-shirts were given out for the Summer Reading program.
- This Fall, John Lynn will be presenting "A Superior Bicycling Experience"
- Four sculpture request for proposals (RFP) have been received; 20 were sent out.
- Goal is to have the sculpture in place by September 2016

14. Information sharing

- Heather is going to buy patterns for folding books; these will be raffled off at the 2016 Gala.
- Terry suggested a zippered book cover for travel.
- Tom Loftus event is this evening; the mayor will introduce him.

15. Adjournment

→ Motion to adjourn the meeting at 9:48 a.m.

(1) Errol Polenske (2) Aaron Oppenheimer Motion passed unanimously.

UPCOMING MEETINGS:

Foundation Board Meeting:

Tuesday, November 17, 2015, 8:00 a.m. in the SPPL Conference Room

Strategic Planning Meeting:

Tuesday, December 15, 2015, 8:00 a.m. in the SPPL Conference Room

Submitted by Cindy Stankey on September 26, 2015