

SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOARD OF DIRECTORS MEETING
4:00 P.M., Tuesday, October 7, 2003
Library Conference Room

Present: Alice Hensen, Pat Wende, Terry Weisensel, Sharon Zindars, Mike Allen, Sharon Meier

Absent: Jeanie Farmer, Tom Diener, Dawn Loos

The October 7, 2003 foundation board meeting was called to order at 4:10 P.M. by board president Alice Hensen.

1. CHANGES TO AGENDA

None

2. REVIEW OF MINUTES

The minutes from the August 12, 2003 meeting were reviewed. MOTION: Pat Wende made a motion to accept the minutes as presented. The motion was seconded and passed unanimously.

3. FINANCIAL REPORT

The quarterly financial report was reviewed. Sharon Zindars discussed briefly the monies spent and donations received from the mailings. MOTION: Mike Allen made a motion to accept the financial report. The motion was seconded and passed.

4. NOVEMBER MAILING

Sharon Zindars distributed samples of the new brochure and cover letter designed for the November mailing for the board's review. She noted that the brochure was a reformatted version of the November, 2003 mailing brochure. A brief discussion followed regarding the design. The board agreed the brochure should be printed on buff stock. Pat Wende asked if the board might rather have the insert printed horizontally rather than vertically as presented. After a brief discussion it was agreed that the vertical version would stand. A discussion concerning the mailing list for the November mailing followed. Sharon Zindars explained that the old mailing list would be used since there was a lack of time to use the library's list. The board also inquired about whether there might be a possibility of acquiring a list of businesses from the Chamber of Commerce. Alice Hensen will look into this possibility.

5. NOMINATING COMMITTEE

Terry Weisensel informed the board that he had contacted Mike Allen regarding extending his term on the board since his present term expires in December of 2003. Mike has graciously accepted. Sharon Meier brought up the fact that officers for 2004 will have to be nominated for election at the January, 2004 annual meeting. Alice Hensen has agreed to remain as president and Jeanie Farmer as treasurer.

6. MEETING DATES

After a brief discussion the board agreed to meet Tuesday, October 28, 2003 at 4:30 p.m. if Bob Kincaid can be available at that time. This meeting will include a report from Bob Kincaid regarding the marathon and discussion of the Marketing Plan.

7. OTHER MATTERS

Sharon Zindars mentioned the library volunteer award evening and expressed that she hoped all would be free to attend.

MOTION: Pat Wende made a motion the adjourn the meeting. The motion was seconded and passed.

The meeting was adjourned at 4:45 P.M.

Respectfully submitted by Sharon Meier.