

SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOARD OF DIRECTORS MEETING
5:30 P.M., Monday, May 17, 2004
Library Conference Room

Present: Alice Hensen, Jeanie Farmer, Terry Weisensel, Mike Allen, Gloria Cavil, Bob Kincaid, Pat Wende, Sharon Zindars, Sharon Meier.

Absent: Tom Diener

The May 17, 2004 foundation meeting was called to order at 5:41 P.M. by board president Alice Hensen.

CHANGES IN AGENDA

Sharon Zindars explained to the board that a draft of the brochure and application for the BOOK 'N' IT! fun run had to be completed as soon as possible in order to apply for insurance. A street permit may also be required. A discussion followed concerning the brochure and application being all in one and as to whether a street permit will be necessary since no streets will be closed for the event. Sharon Zindars will call the Sun Prairie Police Department to clarify this. A waiver of liability statement will also need to be drafted for the application. Sharon Zindars explained that the insurance would cost between \$300.00 and \$500.00. Alice Hensen questioned whether the board should also have errors and omission insurance. A brief discussion followed concerning a map of the route and for directions to the run. Bob Kincaid and Alice Hensen will collaborate on the map. Pat Wende is working on a list of other area attractions to be included in the brochure. MOTION: A motion was made to have a draft of the application/ brochure by June 1, 2004. The motion was seconded and passed unanimously.

VOLUNTEERS

Bob Kincaid told the board that approximately 25 volunteers would be needed.

SPONSORS

Alice Hensen reported that she was waiting for an answer from one of her contacts. Alice reported to the board that Sharon Zindars had suggested composing a fund-raising statement to be given to prospective sponsors featuring T-shirt, 5K 10K and walk sponsorships. Sharon Zindars presented the board members with a copy of this statement, which they are welcome to use as is or revise as they need to make sponsors contacts. A discussion followed concerning the success board members were receiving from their contacts.

Alice Hensen will contact Pepsi-Cola about furnishing a banner and water or sport drink for runners at the end of the run. Gloria Cavil, who lives along the run route offered to provide a table and hose for water at the half-way point.

PUBLICITY

Sharon Zindars updated the board on the banner to be hung on the exterior of the library to advertise the run. The library board is considering sponsoring the banner, but wants more specific information on design, cost and possible locations. A discussion followed concerning where the banner would be

located and the wording. No wording was decided. Members were asked to give opinions on the banner location possibilities on Linnerud Drive at the next meeting. This seems to be the preferred side of the building..

MISCELLANEOUS

MOTION: Jeanie Farmer made a motion to allow the expenditure of \$1,450 for t-shirts. The motion was seconded and passed.

The board agreed that the next meeting would be scheduled for Monday, June 7, 2004 at 5:30 P.M..

MOTION: Terry Weisensel made a motion to adjourn the meeting. The motion was seconded and passed.

The meeting was adjourned at 6:38 P.M.

Respectfully submitted by Sharon Meier