SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOARD OF DIRECTORS MEETING
4:00 P.M., Tuesday, April 9, 2002

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

Absent: Tom Diener

The April meeting of the Sun Prairie Public Library Foundation Board of Directors was called to order at 4:10 P.M. in the conference room of the Cornerstone Building by board president Alice Hensen.

1. MEETING MINUTES

Mike Allen brought to the board's attention a correction in the spelling of Tom Shellander in the March minutes. The minutes were declared to be approved as amended.

2. APPOINTMENT OF NEW BOARD MEMBER

Jeanie Farmer reported that Tom Shellander was not interested the vacant seat on the board. Terry Weisensel, who had shown an interest in the position will be contacted

3. GIFT ACCEPTANCE POLICY

Mike Allen presented the board with an updated and more concise version of the gift acceptance policy. A discussion of this document followed which included in-kind donations and the fact that the contact name in Sections II and III. should be the foundation president and/or the library director.
Alice thanked Mike for his work on this document. Mike will make further refinements to the policy so the board can approve it at the May meeting.

4. FOUNDATION BROCHURE

Sharon Zindars presented a mock-up of a possible brochure to be used for promotion purposes. a discussion followed after a review of the brochure by the board members Some possible changes/additions to the tear-off section were suggested.
There was also a discussion on the subject of how donors will be recognized for their donations. There were several suggestions concerning monthly contributions, automatic deductions and other forms of contributing not mentioned in the mock-up. Sharon Zindars and Pat Wende will continue to work on this project since there is a limited time to finish the brochure (or) since the brochure must be ready by the last week in May.

5. ANNOUNCING THE FOUNDATION

Alice Hensen read a letter she had received from Diane Falk, chairman of the piano project, concerning the presentation of the new piano to the public. Suggested dates for this function were Sunday, May 26, 2002 at 1:30 P.M. or Friday, May 31, 2002 at 7:30 P.M. A discussion followed pertaining to this matter. The board agreed that the May 31st date was better since

Sunday, May 26th was the Memorial Day weekend. Members of the board also questioned the time of 7:30 P.M. as suggested by Ms. Falk as being rather late and suggested the time be changed to 7:00 P.M. A time period of 45 minutes compared to the one hour suggested by Ms. Falk for the piano recital will also contain a suggested change in time to 7:00 P.M.
The board discussed publicity for the foundation at this gathering. Alice Hensen will arrange a meeting with Diane Falk to work out the details.

6. INVESTMENT POLICY

This subject was tabled until the May, 2002 meeting.

7. FORMAT FOR QUARTERLY FINANCIAL REPORT

The matter of the quarterly financial report is awaiting a meeting of the library board of directors. Jeanie Farmer reported that she has the financial report up-to-date so there will be no problems with its presentation

8. OTHER MATTERS

The May meeting was scheduled for Monday, May 6, 2002.

MOTION: Jeanie Farmer made a motion to adjourn the meeting. The motion was seconded and passed unanimously.

The meeting was adjourned at 5:35 P.M.

Respectfully submitted by Sharon Meier