

SUN PRAIRIE PUBLIC LIBRARY FOUNDATION
BOOK'N'IT COMMITTEE MEETING
4:30 P.M., Wednesday, June 16, 2004
Library Conference Room

Present: Alice Hensen, Tom Diener, Jeanie Farmer, Sharon Zindars, Bob Kincaid, Sharon Meier

Absent: Terry Weisensel, Michael Allen, Gloria Cavit, Dawn Marie Loos, Pat Wende,

The meeting was called to order at 4:35 P.M. by board president, Alice Hensen.

1. APPLICATION

Sharon Zindars presented a copy of the application for the Book'N'It! run. There was a brief discussion about the map of the course. Alice Hensen will look into getting a better map for the final application. The committee also edited the application and agreed on several minor changes. It was agreed that the application, as presented, was good enough for presentation for the insurance company and a obtaining a street permit. The application is already posted on the library Web site.

2. SPONSORS

Sharon Zindars reported that the city attorney had recommended that quotations be discouraged and t-shirt sponsors be limited to names. Sharon Zindars will ask the donor if name sponsorship would be acceptable. We will continue to look for sponsors. Sharon will post current sponsors on the e-mail list to avoid "bugging" sponsors that have already committed

3. PUBLICITY

Sharon Zindars presented a mock-up of the banner to be placed on the library exterior. The committee approved this banner design without the side sponsor banner. The committee also gave Alice Hensen and Sharon Zindars permission to make the final decision and finalize the banner. A brief discussion concerning the design and information to be placed on the bookmark followed. The bookmark will be available at the front desk of the library.

Bob Kincaid reported that he had arranged to have the run information in several running publications. He will also drop applications at local runs. Applications and posters will go out to sponsors. We want to have the applications printed by July first.

The committee suggested placing run information in the Rhythm section of Madison Newspapers

The committee agreed to spend \$150.00 to advertise in a Cornfest flyer that will be enclosed in several surrounding towns local newspapers.

4. VOLUNTEERS

Several volunteers will be needed early on the day of the run to take care of the positioning of barricades. Bob Kincaid will contact the police about where they want the barricades placed. Approximately twenty-five volunteers will be needed. This includes four or five for barricade positioning. Four people will be needed for registration. Eight to twelve will be needed at corners of the run. Three water boy/girls. Six volunteers will be needed at the finish line. Several library employees have volunteered to handle registration. The committee agreed that the volunteers should sign the same waiver signed by the runners.

Bob Kincaid reported that his employer will provide the traffic vests, water coolers and traffic cones. Tables for registration and refreshments will be borrowed from the library. It was suggested that a pot of coffee be available for the volunteers and refreshments in the form of fresh fruit and/or bagels be provided for runners.

Bob Kincaid showed the board a sample of the trophies to be given. The trophies will cost \$315.28. Since this is more than budgeted, the budget will be changed to allow for this extra cost. The use of the Aquatic Center will be \$60.00. Bob also noted that rental of the timing clock will cost \$135.00.

5. BOOK SALE

There was no book sale report.

The meeting adjourned at 5:40 P.M.

Respectfully submitted by Sharon Meier