



**BOARD OF DIRECTORS MEETING: MINUTES EDITION**  
**8:00am, Thursday September 26 2019**  
**Sun Prairie Public Library Conference Room**

**Minutes:**

1. Call to order at 8:00am
2. Introductions: New Board members and members of the Sun Prairie Improvement Council.
3. Approval of July minutes: Tracy Herold motioned, George Frank seconded. Motion passed.
4. Sun Prairie Improvement Council: Guests gave us an introduction and background of the S.P.I.C. The Foundation was then presented with a check for \$260,000 towards the endowment.
5. Kind fund: Aaron explained the history of the Kind Fund and its transition to Foundation control. The amount of the fund is \$384,000. A vote was needed for the Foundation to accept fiduciary responsibility of managing the account. George Frank motioned, Jason Kobs seconded. Motion passed. With the additions made today, the endowment is now over 1 million dollars.
6. Committee Reports:
  - a. Executive Committee: Discussion over the proposed Executive Director position. Position is a part-time, contracted role outlined in job description provided in September's meeting packet. Topics discussed: Breakdown of how much funding is coming from Board, Foundation, and Friends and how the Executive Director's time will be allotted to each group; viability of candidate search for the job as currently advertised; potential changes in role moving into the future. Tracy Herold motions to approve motion at the proposed pay rate but with modifications to the job description and recruitment plan, Rex seconds. Motion passes.
  - b. Finance Committee: Endowment is now close to 1.4 million dollars. Compared to 2018, everything looks great due to this year's large donations as well as an improved investment portfolio. Sue Ann Klein moves to accept Treasurer's report, George Frank seconds. Motion passes.
  - c. Recruitment Committee: Overview of leaving board members. Terry McIlroy's application is presented to board. Nicole Beattie motions to approve, Sue Ann seconds. Welcome back Terry!
  - d. Fall Appeal: Focus of fall mailing will be in accordance with the directive from Library Strategies, which is the cultivation of individual donors. Nicole Waerzeggers suggested that the marketing committee works to solidify the message and focus the "ask" on

- what we want to accomplish in the upcoming year. There was a revision of the mailing list to remove inactive parties. The question of a new logo/letterhead was also raised, and it was decided the issue would be addressed at a later time.
- e. Special Events Committee Report: Nicole Waerzeggers is officially retired from Book'n It Run. She is passing the torch to Staci Willems who will need help and commitments before deciding to hold BIR 2020. Board discussion followed: Some members feel it is important to promote what the Foundation is doing via the BIR and Gala events. Others want to follow the guidance of Library Strategies, which is to use events as "thank you's" but focus time and energy on individual donor cultivation. There was debate about keeping the Gala, moving it off site, streamlining it to be a smaller event, using it as a thank-you event for donors. There was not a general agreement among Board members after discussion, and Aaron called for a vote. George Frank motioned to keep Book'n It Run and Terry McIlroy seconded. Motion passed. A motion to keep the newly dubbed "Spring Event" was made by Kassi Schroeder, and seconded by Bob Jokisch. This resulted in a split vote, with 'keep' winning the motion.
  - f. Boards/Staff: Sally Campbell promoted upcoming Friends events. Rex Owens' information regarding Library Board matters was shared in the meeting packet. Sarah Michaelis said there would be an upcoming press release for the S.P.I.C. money acceptance.
7. Information sharing: Nicole Beattie really wants new members to send in their photos and short bios for the website. Remember, not submitting doesn't mean you don't appear on the site. There are also some members who still need to fill out a volunteer application and return to Cindy.
8. Adjournment: Sue Ann Klein motions, George Frank seconds. Motion passes, meeting adjourned.

Present at Meeting: Aaron Oppenheimer, Kassi Schroeder, Nicole Beattie, Jason Kobs, Jon Emerick, Josh Erickson, George Frank, Ti Gauger, Pat Harrington, Tracy Herold, Bob Jokish, Sue Ann Klein, Terry McIlroy, Dan O'Brien, Chris Smith, Nicole Waerzeggers, Staci Willems, Rex Owens, Sally Campbell, Svetha Hetzler, Sarah Michaelis, Mark Chin, Chris Mertes, Cindy Stankey, and members from the Sun Prairie Improvement Council: Peter Steitz, Ron Blawusch, Francis Eustice, Kevin Noskowiak, Gene Schey

Absent from Meeting: Carol Esser and Mark Schellpfeffer

*Minutes submitted for review on November 8, 2019 by Nicole Beattie*