

NOTICE
Katie Flowers Endowment Meeting
Wednesday, October 16, 2024
Forest Lodge Library
5:00 pm

Zoom Link: <https://us06web.zoom.us/j/84658438282>

The Katie Flowers Endowment, trade name Forest Lodge Library KFE is a legally enjoined Wisconsin 501 (c) 3 organization that functions as the fundraising arm of the Forest Lodge Library and whose sole purpose is to support the library.

AGENDA

1. Call to order
2. Roll call, introduction of guests.
3. Acceptance of minutes of prior regular meeting (Sept. 25, 2024).
4. Financial report: Account holdings and Pledges (JP). Discussion and possible action on any recommended movement of funds in accounts by J Pribyl.
5. Discussion regarding options for performance of financial management and LGL administration duties for KFE, including possible action to form a Committee to recommend use of a financial management firm. Discussion and possible action to create a Donor Communication/Thank you Committee. (MJF, JP, TW)
6. Discussion of the award of \$1.8 million Flexible Facilities Grant for the expansion project and possible implications for the future work of KFE. (MR/ MJF)
7. Discussion and possible action on End of Year Appeal Mailing including changes to previous plans as a result of the grant award(MR)
8. Review of Tasks Noted in Previous Meeting Minutes (Old Business)
 - All solicit new candidates for Treasurer
 - MR, JZ, Capital Campaign Committee will work to carry out the proposed plan.
 - AW will post the call for volunteers on the library website and Facebook pages.
 - Consider creating a portable Library Expansion Project display.
 - AW will announce the Book House moving date to patrons through email, Facebook and direct communication.
 - JP to move \$30,000 from SCCU money market account to broker money market account at higher interest rate
 - JP and AW will change LGL password
 - MF and JP are reviewing LGL pledge status documentation and making updates as needed.
 - MF recommend that FLL appoint Tom Wetzel as a KFE director
 - M Fenske, J Pribyl, T Wetzel will meet to discuss role definition for treasurer and LGL database management tasks.
 - Pribyl and A Westlund will develop treasurer and LGL database position descriptions which may be used in email, website and social media posts.
 - AW will print both copies of expansion design schematic and 2-page Fall update information sheet (developed for community update meetings)
 - Directors should submit EOY appeal letter edit suggestions to MR within approximately one week.
 - M Rabska will work with the graphic designer on EOY letter content layout.
 - The Board agreed on a goal of receiving a 1st letter draft from the graphic designer by the November KFE meeting and letter printing and mailing mid-November.
 - J Pribyl will add a Donor Name row to LGL to document Thrivent donations.
 - Discuss establishment of thank you card committee at October KFE meeting

- Future agenda item to discuss promotional items plans for 2025.
 - M Fenske and C Lippert, presidents of both FLL and KFE boards, are working together to follow up directly regarding community member referrals to possible private foundations and family gifts.
 - A Westlund will update Library Expansion Project Leadership content to clarify the roles of KFE & FLL boards along with both current and former board and community volunteer participants in the project planning and management processes.
9. New Business (for November 20, 2024 KFE Meeting).
 10. Review of Tasks for Next Month/ Future
 11. Public Comment Period. To avoid Open Meeting Law violations the Board will limit itself to answering basic questions from the public and will place matters requiring additional discussion or action on a future meeting agenda.
 12. Next meeting date(s), time and location of meeting: 5pm on November 20, Forest Lodge Library.
 13. Adjournment