

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**September 25, 2017**

**Members Present:** Steve Lytle, Jerry Brimeyer, Diana Ripperger, Jeff Merrill, Al Kaduce, Don Brush, John Forbes, and Marva McCarty.

**Staff Present:** Julie Wells, Katherine Manion, Laura Sauser, and Susan Nass.

**Call to Order:** President Steve Lytle called the meeting to order at 5:00 P.M. Steve read the Character Counts Statement.

**Approve Agenda:** The agenda was revised, removing New Business, Item A. PayPal Account –Chad Nielsen. Al made a motion to approve the amended agenda. Don seconded the motion. All voted in favor and the motion passed.

**Approve Minutes:** Diana moved and Jeff seconded a motion to approve the June 26, 2017 minutes. All approved and the motion passed.

**Treasurer's Report:** The Foundation members reviewed copies of the Statement of Assets, Liabilities and Fund Balance, Statement of Activities, General Ledger, and the Urbandale Public Library Endowment Fund Statement. Don made a motion to approve the statement. Jeff seconded the motion. All approved and the motion passed.

**Unfinished Business**

- A. 2018 Capital Campaign: Plans are to have the fundraising letter for the 2017/18 fundraising Campaign mailed by the first week of November. Steve suggested having a special work session in early January, 2018 to discuss future fundraising ideas.
- B. Letterhead Redesign: Laura Sauser, Community Manager, explained that she has spoken with the printer and worked out a more cost effective way of printing letterhead. The board looked over copies of the Library's new logo and discussed the possibility of changing the Foundation's letterhead and adding the new logo.
- C. Gift Acceptance Policies and Guidelines: Steve prepared and distributed copies of the Gift Acceptance Policies and Guidelines. Al made a motion to approve the policy with additional wording that any deviations in the policies and guidelines will be approved by the Gift Acceptance Committee and any changes in the amendments must be approved by the Foundation Board. Don seconded the motion. All voted in favor and the motion passed. Steve appointed the following to the Gift Acceptance Committee: Al Kaduce, Don Brush, and Steve Lytle.

Don moved to adjourn the meeting. Steve seconded the motion. All voted in favor and the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Steve Lytle  
President

Attest: Susan Nass