

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**December 18, 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, Jennifer Goulden, 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, moving Items A and B under New Business to discuss after the Treasurer's Report. John made a motion to approve the amended agenda. Don seconded the motion. All voted in favor and the motion passed.

**Approve Minutes:** Don moved and Diana seconded a motion to approve the September 25, 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. Set Date for Special Meeting: Steve suggested having a special meeting in January to discuss fundraising strategies and possible logo changes to the Foundation letterhead. It was agreed that the meeting will take place on Monday, January 8<sup>th</sup> at 7:00 p.m.
- B. 2018 Capital Campaign—Update: Julie distributed information on the expenditures/revenues of the 2018 campaign and a comparison between this year's and the previous year's campaign.

**New Business**

- A. Volunteer Luncheon Funding Request: Becky Sampson, Volunteer Coordinator, submitted a funding request for the volunteer luncheon-not to exceed \$2,000. Jerry made a motion to approve. Marva seconded the motion. All voted in favor and the motion passed.
- B. Summer Reading Program Funding Request: Jenny Goulden, Youth Specialist, requested the Foundation provide up to \$6,930.00 to fund the 2018 Summer Reading Program. The funds will be used for presenters, program supplies, and prizes. Programs participants are from ages 0-17. Al made a motion to approve. John seconded the motion. All voted in favor and the motion passed.
- C. Intern Funding Request: Jenny Goulden, Youth Specialist, requested the Foundation provide \$2,500 to fund the hiring of an undergraduate intern to assist with the 2018 Summer Reading Program, Libraries Rock. Jeff made a motion to approve the request. Don seconded the motion. All voted in favor and the motion passed.

Jeff moved to adjourn the meeting. Greg seconded the motion. All voted in favor and the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Steve Lytle  
President

Attest: Susan Nass