

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
SEPTEMBER 24, 2012

President Brush called the meeting to order at 6:40 p.m., reading the Character Counts statement.

Members present: Don Brush, Paul Cain, Tom Graves, Marlyn McKeen and Greg Robinson.

Staff present: Julie Wells, Trish Dimond, Debbie Sires and Carmen Epstein.

A motion to approve the June minutes was made by Marlyn, seconded by Greg. Motion carried.

Treasurer's Report: The Foundation tax return was filed as of June 30, 2012 by Julie Kroll of Kroll, Timmins and Jacobson CPA firm.

The Foundation's bank, First American Bank, notified the Foundation that a new resolution listing directors who have the power to sign documents needs to be filed. A second director's signature is required on CDs. Don Brush was nominated. A motion to approve the nomination was made by Marlyn, seconded by Greg. Motion carried. The two Foundation directors who are now legally able to sign documents in the name of the Foundation are Paul Cain and Donald J. Brush.

Julie Wells will set up a spreadsheet to keep track of all donations to the Foundation received by the library and given to Treasurer Paul Cain.

Greg Robinson volunteered to help with the annual audit. Greg will do an internal audit as noted in the Foundation ByLaws, Article 10.

A motion to accept the Treasurer's Report was made by Greg, seconded by Tom.

Old Business: Book bag sales have totaled \$165 since July.

Art Committee Update: Paperwork for a Bravo of Greater Des Moines Grant has been filed but no response has been received yet.

FEH Reconfiguration: A representative from FEH will meet with Department Heads on October 3rd to go over ideas.

A grant was filed with Endow Urbandale to purchase e-readers with titles already loaded for check-out by patrons.

Carmen Epstein, Youth Services Manager, requested \$1,500 for the Summer Reading Program and an additional \$500 to purchase books to be given out to teens participating in the teen book club program. A motion to approve \$2,000 in funds for the two requests was made by Marlyn, seconded by Greg. Motion carried. It was suggested that a focus group consisting of teens in this book club group might be set up in the future.

Capital Campaign letter: Would like it sent out before Thanksgiving.

New Business: Poinsettias purchased last year to be put out for the holidays in the library public spaces totaled \$197. A motion to purchase poinsettias for a total up to \$225 was made by Tom, seconded by Marlyn. Motion carried.

A motion to adjourn the meeting was made by Paul, seconded by Greg. Motion carried and the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Donald J. Brush
President

Attest: Debbie Sires