

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**DECEMBER 16, 2013**

President Forbes called the meeting to order at 5:05 p.m. Jeff Merrill read the Character Counts statement.

**Members present:** Jerry Brimeyer, Don Brush, John Forbes, Tom Graves, Al Kaduce, Steve Lytle, Jeff Merrill, Diana Ripperger and Greg Robinson.

**Staff present:** Julie Wells, Trish Dimond, Debbie Sires, Janine Bauer, Carmen Epstein, Katherine Manion and Karen Smith.

**Guests:** Denny Sharp and Michelle Cramblite of FEH Associates.

A motion to approve the September minutes was made by Tom, seconded by Steve. Motion carried.

**Treasurer's Report:** Al Kaduce will be using a different format for the Treasurer's Report. Al will try to have the report ready to be included in the meeting packets. A motion to approve the Treasurer's Report was made by Steve, seconded by Don. Motion carried.

**Unfinished Business:** There was no unfinished business.

**New Business:** Becky Sampson, Volunteer Coordinator requested \$1,300 to fund the annual Volunteer Luncheon sponsored by the Foundation. A motion to approve the request was made by Tom, seconded by Al. Motion carried.

Carmen Epstein, Youth Services Manager, requested \$4,500 for booking programs and purchasing materials to enhance the Summer Reading program. Part of this request would also fund a craft club for teens. A motion to approve up to \$4,500 for the Youth Services Department was made by Steve, seconded by Don. Motion carried.

At this time, Michelle Cramblite from FEH Associates presented designs and proposals for reconfiguring different areas of the library. This proposed project would be funded with \$119,000 from the CIP for recarpeting if approved and \$100,000 from the Foundation towards the reconfiguration. The Board of Trustees has to approve any plan before it can move forward. Steve moved to approve \$100,000 that had previously been awarded for masonry repairs to be redirected to the carpeting/reconfiguration project. Tom seconded the motion. Motion carried. It was expressed that the purpose of the Foundation is to help with special projects that will improve the patron's experience in the library. This project would show those who have contributed to the Foundation how their gift has made a difference and might encourage more donations. Hopefully the project could be completed for Urbandale's Centennial celebration.

A motion to adjourn the meeting was made by Don, seconded by Tom. Motion carried and the meeting was adjourned.

Respectfully submitted,

John Forbes  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**SEPTEMBER 23, 2013**

President Forbes called the meeting to order at 5:00 p.m., reading the Character Counts statement.

Members present: Jerry Brimeyer, Don Brush, Paul Cain, John Forbes, Tom Graves, Al Kaduce, Steve Lytle, Diana Ripperger and Greg Robinson.

Staff present: Julie Wells and Debbie Sires.

Guest: Dave McKay.

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

**Treasurer's Report:** Paul distributed the Treasurer's Report and noted that the last CD was at Meta Bank, not First American Bank. Paul is stepping down as Treasurer and the Foundation thanked him for all his hard work. Steve made a motion to appoint Al Kaduce to the Foundation, serving as Treasurer, seconded by Greg. Motion carried. Al accepted the appointment.

A motion to appoint Diana as Secretary was made by Steve, subject to her reappointment to the Foundation by the Board of Trustees. The motion was seconded by Tom. Motion carried.

**Unfinished Business:** There was no unfinished business.

**New Business:** Dave McKay, City Engineer, consulted with FEH Architects regarding needed masonry work to the outside of the building. The total cost of this repair is estimated at \$100,000. The FY12-13 budget had only \$20,000 available for building maintenance. If repairs are not done, the building will continue to deteriorate and repairs will be more expensive. If moving funds is approved, this project will go out for bids tomorrow. A motion to move \$50,000 from electrical upgrades to masonry repair was made by Greg, seconded by Steve. Motion carried.

Youth Services is requesting \$1,000 for purchasing books for the teen and Magic Tree House Book Clubs. A motion to approve this request was made by Steve, seconded by Al. Motion carried.

In past years, the Foundation has purchased poinsettias to decorate the library for the holiday season. A motion to purchase poinsettias for up to \$250 was made by Tom, seconded by Greg. Motion carried.

The December meeting will be moved to Monday, December 16<sup>th</sup> at 5:00 p.m. due to the Christmas holiday.

A thank you letter was received from Janine Bauer, Adult Programming, for funding the week-long 1900s Event. It was very successful.

A representative from FEH Architects will attend the December meeting to talk about a proposed reconfiguration project. This project would involve reorganizing various areas of the library and include re-carpeting the entire building. Ideally, half the cost of this project would be funded by CIP with additional funding contributed by the Foundation.

A motion to adjourn the meeting was made by Steve, seconded by Jerry. Motion carried and the meeting was adjourned.

Respectfully submitted,

John Forbes  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**JUNE 24, 2013**

President Don Brush called the meeting to order at 5:01 p.m., reading the Character Counts statement.

**Members present:** Don Brush, John Forbes, Steve Lytle, Jeff Merrill, Diana Ripperger.

**Staff present:** Julie Wells, Trish Dimond, Debbie Sires.

A motion to approve the March minutes was made by Steve with the addition of a comment to be added to the minutes regarding the electronic vote approving the City's Art Park Project. Because another donor was found for this project, the Foundation funded one sculpture rather than two. Steve's motion was seconded by Diana. Motion carried.

**Treasurer's Report:** Because Paul Cain was not present at the meeting, no Treasurer's Report was presented. Paul has requested that a new Treasurer be appointed to the Foundation. He will serve as an Interim Treasurer until that appointment is made. He would like to stay on the Foundation if there is a vacant position.

**Unfinished Business:** A motion to reappoint Paul Cain and Greg Robinson for another term was made by Steve, seconded by John. Motion carried.

The Nominating Committee presented their slate of Directors as follows:

John Forbes – President  
Steve Lytle – Vice-President  
Paul Cain – Interim Treasurer  
Marlyn McKeen – Secretary

A motion to accept the Nominating Committee recommendations was made by Diana, seconded by Jeff. Motion carried.

**New Business:** Funds were requested for a Staff Recognition Breakfast honoring staff who have been working for 5, 10, 15, 25 years. A motion to approve \$265 for this project was made by Steve, seconded by John. Motion carried.

A funding request for a new table for the art gallery area was tabled.

Book bags funded by the Foundation and sold at the library have been popular. A motion to purchase 250 bags was made by Steve, seconded by Jeff. Motion carried.

Tom Graves arrived at 5:20 p.m.

Information regarding gallery funding was provided. Because the Art Gallery is housed in a City building, the City needs to exercise some control in its operation. The Gallery is eligible for some funding through the Parks and Rec Department. Maintenance of the Gallery will come out of the library's budget.

A motion to adjourn the meeting was made by Tom, seconded by Steve. Motion carried and the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Don Brush  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**MARCH 25, 2013**

President Brush called the meeting to order at 5:00 p.m., reading the Character Counts statement.

**Members present:** Don Brush, Steve Lytle, Marlyn McKeen, Jeff Merrill, Diana Ripperger and Greg Robinson.

**Staff present:** Julie Wells, Trish Dimond, Debbie Sires and Janine Bauer.

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

A motion to approve the December 2012 minutes was made by Marlyn, seconded by Steve. Motion carried.

The Treasurer's Report was received and discussed. A motion to approve the Treasurer's Report was made by Don, seconded by Steve. Motion carried.

**Unfinished Business:** After paying expenses from the \$10,000 originally donated by the Foundation to UCAN for the opening of the Art Gallery, \$1,000 is left in the fund. A request was made to use these remaining funds for expenses associated with the Art Gallery Gala. Steve moved approval of spending \$1,000 for gala expenses subject to an accounting of funds received and spent so far with an electronic vote once the information has been received. Diana seconded the motion. Motion carried. On Monday, April 15, 2013, an electronic vote was taken, ratifying approval of this expenditure by UCAN. A copy of this email is included with these minutes.

**New Business:** A motion to approve the Art Gallery Policy was made by Marlyn, seconded by Steve. Motion carried.

Representatives of the library are participating in the Urbandale Fourth of July parade. A request for \$750 to purchase candy to hand out and extra promotional items was made by Janine Bauer, Public Relations Manager. A motion to approve this request was made by Greg, seconded by Jeff. Motion carried.

The Youth Services Department has requested \$500 to continue the Teen Book Group. This program is in partnership with the schools. Participants are given paperback books to read, discuss and keep. The book club meets at the library in the summer and at the school during the school year. A motion to approve this request was made by Steve, seconded by Marlyn. Motion carried.

Don made a motion, seconded by Diana, to appoint Steve and Marlyn as the nominating coming to report their list of possible officers at the June meeting. Motion carried.

UCAN requested a list of donors to the Foundation's annual Capital Campaign. Because of privacy restrictions associated with patron information, their request was denied.

On May 1, 2013, an electronic motion was made regarding a request from Jan Herke, Urbandale Parks and Rec Director. Steve moved that the Library Foundation grant \$1,500 to fund one artist's stipend (\$3,000 to fund two artist's stipends if a 3<sup>rd</sup> donor cannot be found) for the first year of the City's Art Park Project as outlined by the Urbandale Parks and Rec Director. This grant is for one year only. Six yes votes were received electronically with one vote with conditions from Tom Graves. A copy of this electronic vote is included with these minutes.

A motion to adjourn was made by Diana at 5:50 p.m., seconded by Steve. Motion carried and the meeting was adjourned.

Respectfully submitted,

Don Brush  
President

Attest: Debbie Sires