

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
MARCH 22, 2010

President Steve Lytle called the meeting to order at 5:30 p.m., reading the Character Counts statement.

Members present: Don Brush, Matt Carver, Julie Kroll, Steve Lytle, Marlyn McKeen, Kay Readinger and Sheila Whalen.

Staff present: Katherine Manion, Trish Dimond and Debbie Sires.

Marlyn made a motion to approve the December 28th minutes, seconded by Sheila. Motion carried.

The Treasurer's Report was presented in Paul's absence. The total contributions to date for the Capital Campaign are \$24,665. It was decided that sending the annual letter is a good investment.

Carpet replacement in the library will cost less than originally expected. \$50,000 will need to come out of the Foundation account for their share of this replacement. Funds are available when needed. Electrical upgrades are also budgeted at \$50,000 for the Foundation's share in 2012. Julie made a motion to approve the Treasurer's Report, seconded by Kay. Motion carried.

Unfinished Business: The movie night was a great success with 83 people attending. It was held in Meeting Room A and B combined. Our fire code allows for 120 people in the combined room. It was mentioned at the event that the evening was sponsored by the Foundation.

New Business: Two Foundation members have terms expiring in June – Paul Cain and Kay Readinger. Marlyn and Sheila will serve as the Nominating Committee for new officers.

Linda Ybarra, Youth Services Librarian, requested funding for 3 events to be held during the Summer Reading Program and additional prizes, totaling \$622. Marlyn made a motion to approve the \$622 for these events and prizes, seconded by Matt. Motion carried.

A memorial for Pat Lowe, a long time volunteer who recently passed away, was discussed.

Marlyn made a motion to adjourn at 6:00 p.m., seconded by Matt. Motion carried.

Respectfully submitted,

Steve Lytle
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
JUNE 28, 2010

President Lytle called the meeting to order at 5:30 p.m., reading the Character Counts statement.

Members present: Paul Cain, John Forbes, Julie Kroll, Steve Lytle and Sheila Whalen.

Staff present: Katherine Manion, Trish Dimond and Debbie Sires.

The Foundation Directors thanked Kay Readinger, whose term is expiring, for her many years of devoted and selfless service to the library.

A motion to approve the March 22, 2010 minutes was made by Julie, seconded by Sheila. Motion carried.

Paul presented the Treasurer's Report. A motion to approve the report was made by John, seconded by Julie. Motion carried.

Unfinished business: To date, the fundraising drive started in December 2009 has raised \$25,490.

The Volunteer Luncheon Committee spent only ½ of the requested amount for this appreciation lunch and only 9 volunteers were in attendance. When funds are next requested, new ideas will be entertained for larger attendance.

Steve read a letter from the Friends of the Park thanking the Foundation's for their recent donation to purchase a paver in memory of Pat Lowe, a long time library volunteer.

New business: Sheila and Marlyn served as the Nominating Committee and brought their list of officers to the Foundation Directors. Kay Readinger's term expired in June 2010 and she will not be serving again. Paul Cain's term also expired in June 2010 but he accepted the nomination for another 3 year term. Marlyn has contacted Dr. Robinson, former Urbandale Schools Superintendent and he did express an interest in serving. The slate of officers are as follows:

Marlyn McKeen – President
Matthew Carver – Vice-President
Paul Cain – Treasurer
Sheila Whalen – Secretary

A motion to approve the slate of officers was made by Julie, seconded by John.

Two requests for funding were made by Katherine. For staff recognition gifts, \$465 was requested. This will be used to purchase items to commemorate staff who have served for 5, 10, 15 or 20 years. A motion to approve the funding was made by Sheila, seconded by Julie. Motion carried. The other request was for funding for the 10 year anniversary celebration to commemorate our move to this building in July 2000. A motion to approve up to \$1100 was made by John, seconded by Paul.

A motion to adjourn the meeting was made by Julie at 6:00 p.m, seconded by Sheila. Motion carried and the meeting was adjourned.

Respectfully submitted,

Steve Lytle
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
SEPTEMBER 27, 2010

President McKeen called the meeting to order at 5:30 p.m. Steve Lytle read the Character Counts statement.

Members present: Don Brush, Matt Carver, John Forbes, Steve Lytle, Marlyn McKeen, Greg Robinson and Sheila Whalen.

Staff present: Katherine Manion, Trish Dimond, Janine Bauer and Debbie Sires.

A motion to approve the June minutes was made by Sheila, seconded by John. Motion carried.

The Treasurer's Report was discussed. Expenses for the 10 year anniversary celebration totaled \$982. A motion to approve the Treasurer's Report was made by John, seconded by Steve. Motion carried.

Unfinished Business: Marlyn introduced Dr. Greg Robinson who was recently appointed to the Foundation.

Julie is working on the annual tax statement for the Foundation.

New Business: A first draft of the annual fundraising letter was sent out in the Foundation packets for approval. The goal will be to send the letters out in early November. Steve suggested including the numbers compiled for the 10 year anniversary celebration regarding how our circulation and library usage have increased in the fundraising letter. The draft was approved with the addition of these numbers.

In past years, the library has purchased poinsettias for decorating the building during the holiday season. A motion to approve \$350-\$375 for the purchase of poinsettias was made by Steve, seconded by Matt. Motion carried.

A thank you note was received from Kay Readinger, a former Foundation Director, for flowers sent by the Foundation to her husband Dale's funeral service.

If the Foundation Directors wish to withdraw funds from the endowment, it has to be done at this time of year. Steve and John both felt there is enough money in the Foundation account without withdrawing any funds from the endowment. A motion to **not** withdraw any funds at this time was made by Don, seconded by Steve. Motion carried.

A motion to adjourn was made by Steve at 5:47 p.m., seconded by Sheila. Motion carried and the meeting was adjourned.

Respectfully submitted,

Marlyn McKeen
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
DECEMBER 27, 2010

President McKeen called the meeting to order at 5:30 p.m., reading the Character Counts statement.

Members present: Don Brush, Paul Cain, John Forbes, Steve Lytle, Marlyn McKeen, Greg Robinson, Sheila Whalen and Mark Zlab.

Staff present: Katherine Manion, Trish Dimond, Jeanette Andrews, Janine Bauer and Debbie Sires.

A motion to approve the September minutes was made by Greg, seconded by Don. Motion carried.

Paul presented the Treasurer's Report. A motion was made by Don to approve the Treasurer's Report, seconded by Sheila. Motion carried.

Unfinished business: Bids will be taken to replace the carpet in the library. This project will tentatively take place in July 2011. The Foundation will pay \$50,000 of the cost.

Janine Bauer, Adult Services/Public Relations Librarian, requested \$100 to buy popcorn for the upcoming movie events. She also requested funds for a reception to be held prior to the Julie Powell author event. Invited guests would be past donors to the capital campaign. A gift basket will also be purchased for Julie Powell as a thank you from the Foundation. Steve made a motion to approve a total amount of \$2,600 for Janine's requests, seconded by Greg. Motion carried.

The Volunteer Luncheon will take place on April 14th. Paul made a motion to approve \$900 for the cost of this luncheon, seconded by Don. Motion carried.

New business: Tax returns were filed November 1st.

Total for the annual campaign to date: \$18,720.

It was decided to continue accepting donations for the donor wall in the lobby hall of the library. Plaques can still be ordered.

Katherine's last day will be March 4th.

A motion to adjourn the meeting was made by Steve at 5:58 p.m., seconded by John. Motion carried and meeting was adjourned.

Respectfully submitted,

Marlyn McKeen
President

Attest: Debbie Sires