

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**March 28, 2016**

President Greg Robinson called the meeting to order at 5:02 p.m. Greg read the Character Counts statement.

**Members Present:** Steve Lytle, Diana Ripperger, Jeff Merrill, Tom Graves, John Forbes, Greg Robinson, and Don Brush.

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

**Approve Agenda:** Don made a motion to approve the agenda. Jeff seconded the motion, all voted in favor and the motion carried.

**Approve Minutes:** Steve moved and Don seconded a motion to approve the December minutes. All approved and the motion passed.

**Treasurer's Report:** Julie distributed copies of the Statement of Assets, Liabilities and Fund Balance, Statement of Activities, General Ledger, and the Urbandale Public Library Endowment Fund Statement. Steve made a motion to approve the statement. John seconded the motion and the motion carried.

Julie passed out copies of the Annual Fundraising Campaign Donor Preference Survey. The survey detailed how donors preferred their donations be used. Greg suggested hosting an event to thank current and past donors. Julie stated that she would look into this for a possible summer event.

**Unfinished Business:** Chapter's Café Update: Main Street Bakery and Café in Ankeny will operate Chapters. However, an issue that could have major ramifications for the future of the café has surfaced. A hole in the existing internal grease trap was discovered. The Water Reclamation Authority requires that an external grease interceptor be installed. Bids to replace the interceptor range from \$38,712.00 to \$74,325.00. The Board will determine how to proceed.

**New Business:** Fourth of July Parade: Janine Bauer, Community Manager, is requesting up to \$1,200 to fund the library's participation in Urbandale's Fourth of July Parade. Funding is needed to construct the float and to distribute candy along the parade route. Don made a motion to approve this request. Tom seconded the motion and it passed.

Youth Funding Request: Carmen Epstein, Youth Services Manager, requested \$1,000 to purchase books. These books are for the Teen Book Group, Magic Tree House Book Group and Sixth Grade Book Group. John made a motion to approve this request. Don seconded the motion and it passed.

Expiring Trustee Term: Greg Robinson's term will expire on the Foundation on 6/30/2016. Steve made a motion to extend Greg's term through 6/30/2019. Tom seconded the motion, all approved, and the motion passed.

Appoint Officers Nominating Committee: Greg nominated Steve Lytle and Tom Graves as the nominating committee.

Diana 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,  
Greg Robinson  
President

Attest: Susan Nass