

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
September 26, 2016

President Diana Ripperger called the meeting to order at 5:00 p.m. Jerry read the Character Counts statement.

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

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

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

Approve Minutes: Don moved and Greg seconded a motion to approve the June 27, 2016 minutes. All approved and the motion passed. Steve moved and Jerry seconded a motion to approve the July 11, 2016 special meeting minutes. All approved and the motion passed.

Treasurer's Report: Al provided copies of the Statement of Assets, Liabilities and Fund Balance, Statement of Activities, General Ledger, and the Endowment Fund Statement. Don made a motion to approve the treasurer's report. Steve seconded the motion, all approved and the motion was passed.

Unfinished Business:

- A. Chapter's Café Update: How the café space should be repurposed was discussed. Several members expressed interest in keeping an area that provides food and drink for the public. Vending machines were mentioned as an option and Julie will be researching this idea.
- B. Capital Campaign Donor Appreciation Event: The donor reception will be Thursday, September 29th from 4:30 to 7:00 p.m. Steve offered to make phone calls to donors that have not responded to the invitation.
- C. FY16/17 Capital Campaign Update: Julie provided a summary of the 2014 and 2015 fundraising campaigns.
- 2014 – 13,715 donation letters were sent out and 363 donations were received totaling \$25,845.09.
363 is 2.65% of 13,715
\$6,840.59 was spent on printing and postage costs
\$6,840.59 is 26.47% of \$25,845.09
 - 2015 – 1,911 donation letters were sent out and 265 donations were received totaling \$18,629.00.
265 is 13.87% of 1,911
\$1,733.65 was spent on printing and postage costs
\$1,733.65 is 9.31% of \$18,629.00

A PayPal account will be established and a link placed on the Library's website.

New Business:

- A. Youth Services FY16/17 Funding Requests: \$6,000 was requested from the Youth Services department for FY16/17. The funds will be used for performers, prizes, and craft supplies. Don made a motion to approve this request. Tom seconded the motion. All voted in favor and the motion passed.

- B. Prizes Funding Request: Janine Bauer, Community Manager, requested \$250 to purchase prizes to award to customers for participating in different programs, contests, surveys, and drawings. Al made a motion to approve this request. Jerry seconded the motion. All voted in favor with the exception of Greg. The motion passed.

John moved to adjourn the meeting. Jeff seconded the motion. All voted in favor and the meeting was adjourned at 5:40 p.m.

Respectfully submitted,
Diana Ripperger
President

Attest: Susan Nass