

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
December 17, 2018

Members Present: Steve Lytle, Diana Ripperger, Jeff Merrill, Al Kaduce, Greg Robinson, John Forbes, Greg Ward, Marva McCarty and Don Brush

Staff Present: Julie Wells, Jennifer Goulden and Susan Nass

Call to Order: President Jeff Merrill called the meeting to order at 5:00 P.M. Jeff read the Character Counts Statement.

Approve Agenda: It was requested that Item B under New Business be moved ahead to Item A under Unfinished Business. Don made a motion to approve the amended agenda. Al seconded the motion. All voted in favor and the motion passed.

Approve Minutes: Steve moved and John seconded a motion to approve the September 24 minutes. All approved and the motion passed.

Treasurer's Report: The Foundation members reviewed copies of the Statement of Assets, Liabilities and Fund Balance, Statement of Activities, General Ledger, and the Urbandale Public Library Endowment Fund Statement. Don made a motion to approve the statement. Greg seconded the motion. All approved and the motion passed.

Unfinished Business:

- A. Summer Reading Program Funding Request: Jennifer Goulden requested funding for the following items:
- Summer Reading Program - up to \$7,000
 - Prizes - \$2,700
 - Presenters and Programming - \$4,300
- Steve made a motion to approve the requests. John seconded the motion. All voted in favor and the motion passed.
- B. Intern Funding Request: Jennifer also requested funding of \$2,500 for the hiring of an intern to assist with the Summer Reading Program. Steve made a motion to approve the funding. Greg seconded the motion. All approved and the motion passed.
- C. 2019 Fundraising Campaign Update: To date, \$14,025 has been contributed to the 2018/2019 Annual Fundraising Campaign. There was discussion of creating a bookmark to distribute to reach potential donors not on the mailing list. Steve made a motion to have a mock-up bookmark made that the board could approve at the March meeting. Marva seconded the motion. All voted in favor and the motion passed.
- D. Stock Donations: As of now, the only method of contributing stock to the Foundation is through The Community Foundation of Greater Des Moines. Steve met with members of the Community Foundation and discussed ways of directing donations to an unrestricted account, as opposed to the Endowment Fund, for donors who specifically request this desire. There is not a fee for donations that go into the endowment fund but there would be a 5% charge for donations going into an unrestricted account. Al agreed to investigate hiring a broker for these donations. Steve made a motion to acquire a broker account for non-endowment gifts. Al seconded the motion. All voted in favor and the motion passed.

New Business:

- A. Volunteer Luncheon Funding Request: Becky Sampson, volunteer coordinator, requested up to \$2,350 to fund the annual volunteer luncheon tentatively scheduled for Wednesday, April 10th at a local restaurant. Steve made a motion to approve the request. Greg Ward seconded the motion. All voted in favor and the motion passed.

In addition to honoring the volunteers with a luncheon, the volunteer committee suggested acknowledging those who have been with the library for numerous years. The committee requested funding for gift cards for the following five year increments of service:

- 5 years - \$25.00
- 10 years - \$50.00
- 15 years - \$75.00
- 20 years - \$100.00

If approved, this year the library will acknowledge three (5 years); one (15 years); two (20 years), which will total \$350. Steve made a motion to approve up to \$350. Marva seconded the motion. All voted in favor and the motion passed.

Greg made a motion to adjourn. Don seconded the motion. The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass