

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**September 24, 2018**

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

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

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

**Approve Agenda:** Don made a motion to approve the agenda. Steve seconded the motion. All voted in favor and the motion passed.

**Approve Minutes:** Don moved and Al seconded a motion to approve the June 25, 2018 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. Steve made a motion to approve the statement. Greg seconded the motion. All approved and the motion passed.

**Unfinished Business:** None

**New Business:**

- A. 2019 Annual Fundraising Campaign: Laura is working with Jeff on the appeal letter. The criteria used to create the donor list was discussed. It was suggested that cardholders over 18 years of age who checked out 100 or more items in the last 3 years should be included to the donor list as well as any customers who have donated since 2010. Marva made a motion to use this criteria to create the donor list. Steve seconded the motion. All voted in favor and the motion passed. Greg R. suggested creating a bookmark that could be handed out to customers at checkout to solicit donations.
- B. Donation Discussion: A recent stock donation prompted discussion on donations and the manner in which they are accepted. Steve is going to investigate other options for accepting donations in the Community Endowment Fund such as a pass through account. He will report to the Foundation members at the December meeting.

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

Respectfully submitted,

Jeff Merrill  
President

Attest: Susan Nass