

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
June 22, 2020

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

Staff Present: Katherine Manion, Susan Nass

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

Citizen's Forum: None

Approve Agenda: Diana made a motion to approve the agenda. Jeff seconded the motion. All voted in favor and the motion passed.

Approve Minutes: Steve made a motion to approve the December 16, 2019 minutes. Marva seconded the motion. All voted in favor 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. Jeff seconded the motion. All approved and the motion passed. Greg R. made a motion to approve the Corporate Authorization Resolution for First American Bank. Steve seconded the motion. All approved and the motion passed.

Unfinished Business:

A. 2020 Fundraising Campaign Update: Katherine provided an update of the 2019/2020 Foundation Fundraising Campaign showing \$28,520 received as of May 31, 2020.

New Business:

- A. Adventure Pass Funding Request: The Library Foundation was asked to fund the Adventure Pass Program for the cost of \$900 for one year. Steve made a motion to approve the funding request, and to reimburse the Enrich Iowa fund for the \$250 zoo pass that has been paid. Jeff seconded the motion. All approved and the motion passed.
- B. Don Brush Resignation/Appointment to the Foundation: Don Brush has resigned his seat due to health reasons. Steve Lytle's term is expiring and he agreed to be reappointed.
- C. Appoint Officer Nominating Committee: John appointed Steve and Marva as the nominating committee, to replace Don, re-appoint Steve, and nominate officers for the 20/21 fiscal year.
- D. Summer Reading Program 2020 Update: Katherine's report on Projects and Programs Supported by the Urbandale Public Library Foundation included:
- **Patron Tote Bags** – provided funds for tote bags for giveaways and to purchase
 - **2020 Staff In-Service Customer Service Training** – annual event offering staff a mini “conference” experience.
 - **2020 Summer Reading Program** – provided funds for prize books, presenters, and programming costs

E. 2021 Fundraising – Initial Cost Estimates: Laura provided information on the Annual Appeal Mailing and the criteria that has been used in the past. Steve made a motion to maintain using the same criteria. Greg seconded the motion. All approved and the motion passed.

Marva made a motion to adjourn. Greg R. seconded the motion. All voted in favor and the meeting was adjourned at 5:30.

Respectfully submitted,

John Forbes
President

Attest: Susan Nass