

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
June 25, 2018

Members Present: Steve Lytle, Diana Ripperger, Jeff Merrill, Al Kaduce, and Don Brush

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

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

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

Approve Minutes: Al moved and Jeff seconded a motion to approve the March 26, 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. Don made a motion to approve the statement. Jeff seconded the motion. All approved and the motion passed.

Unfinished Business

A. 2018 Annual Campaign Update: To date, 314 donations totaling \$29,936.72 have been received. Last year, a total of 283 donations totaling \$22,840.00 were received.

B. Elect FY 18/19 Officers: The nominating committee presented the following slate of officers:
President – Jeff Merrill
Vice President – John Forbes
Secretary – Greg Robinson
Treasurer – Al Kaduce

Al made a motion to approve the officers. Diana seconded the motion. All voted in favor to elect the nominated officers for the FY18/19.

C. Amend Approved Fourth of July Funding Request: In April, the Foundation approved funding of up to \$1,400 to put towards the Library's entry in the Urbandale July 4th Parade. The funds were to be used to buy candy and for the building of a float. However, the Library was offered a new opportunity to be part of the city's July 4th festivities. Matt Blake, President of the Urbandale July 4th committee, inquired about the possibility of the Library offering a story time during the carnival taking place in Lion's Park. Staff believes this opportunity aligns with our mission. With the permission of the Foundation, funds for the parade entry will be re-directed to purchase four different books to meet a variety of age/interest levels. Estimated costs:

- 500 books @ \$2 each=\$1000
- 500 Foundation stickers (design & printing) =\$120

Jennifer Goulden, Youth Specialist, will lead a story time at Lion's Park and distribute the books. Each book will be affixed with a sticker that acknowledges that it is a gift from the Urbandale Public Library Foundation. This was approved by an email vote.

New Business

A. Appoint Board Members: The terms of two members – Don Brush and John Forbes – expire June 30, 2018. Don and John need to be reappointed or other individuals appointed. The

terms are for three years, July 1, 2018 – June 30, 2021. Al made a motion to extend their terms. Jeff seconded the motion. All approved and the motion passed.

- B. Donation Processing Procedures: The City will no longer allow Library staff to collect Foundation donations without the safeguard of accounting for these funds through the city's revenue collection process. The board discussed possible changes in handling foundation donations. It was decided Susan will send the unopened donation envelopes to Al. He will record and deposit them and send the donor information back to Susan for sending out thank you notes.
- C. Review of Policies-Informational Article: Steve Lytle circulated an article titled, *10 Policies and Procedures Most Nonprofits Need*. The Foundation Board has adopted a gift acceptance policy. Steve recommended circulating IRS Form 990-EZ before it is filed. Diana made a motion to circulate the form and Al seconded the motion. All voted in favor and the motion passed. Steve suggested that the board continue to publish the agenda and meeting minutes although it is not required.

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

Respectfully submitted,

Steve Lytle
President

Attest: Susan Nass