

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**September 23, 2019**

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

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

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

**Citizen's Forum:** None

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

**Approve Minutes:** Steve made a motion to amend the June minutes under Unfinished Business Item B. The following will be added: *The following slate of officers were nominated and elected for FY2018/19.* Diana seconded the motion to approve the amended minutes. All approved and the motion passed. Al moved to approve the June 24, 2019 minutes. Don seconded the motion. 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. Steve seconded the motion. All approved and the motion passed.

**Unfinished Business:**

- A. 2019 Fundraising Campaign Update: Julie provided an update on the campaign: 310 donations received as of 9/23/2019, totaling \$31,852.76

**New Business:**

- A. 2020 Fundraising Campaign: Laura Sauser, Community Manager, spoke about the timing of mailing the letter and the scope of the mailing list. She discussed using Patron Point, an e-mail newsletter as an extra fundraising tool. She also suggested capturing e-mails from the donor cards and building a list as another point of contact with donors. The board agreed to this. Steve made a motion to approve the same criteria as the 2018/19 campaign subject to receiving the final number for the mailing list. Greg R. seconded the motion. All approved and the motion passed. Library staff will determine the number of possible donors who meet the established criteria. Julie will e-mail the results to the foundation members.

Steve made a motion to adjourn. Diana seconded the motion. The meeting adjourned at 5:25 p.m.

Respectfully submitted,

John Forbes  
President

Attest: Susan Nass