

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.  
MINUTES  
MARCH 23, 2015

President Steve Lytle called the meeting to order at 5:00 p.m. Don Brush read the Character Counts statement.

**Members Present:** Steve Lytle, Don Brush, Jerry Brimeyer, Diana Ripperger, Jeff Merrill, Tom Graves, Greg Robinson.

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

Don moved and Jerry seconded a motion to approve the December minutes. Motion carried.

**Treasurer's Report:**

There was a discussion concerning the decrease in the amount of money donated in the 2014/2015 Annual Fund Campaign compared to the 2013/2014 campaign. Steve will contact some past donors and will also visit with the President of Greater Des Moines concerning the percentage earned on restricted funds. Greg moved and Don seconded a motion to approve the treasurer's report. The motion was passed.

**Unfinished Business:**

Carpet and Reconfiguration Project Update: Julie Wells reported that the project is completely funded. At her recent meeting with the FEH, the architectural firm, it was decided to postpone the project until August or September. Construction businesses are busy at this time and it is hoped will be lower in September. FEH is currently working on putting bid documents together.

Capital Campaign Update: It was agreed that there would be discussion at the September 28, 2015 meeting concerning making changes with the Annual Fund Campaign and arriving at some conclusions to make the campaign more cost effective. Some of the items that will be discussed are:

- Changing criteria for mailing to donors – raising the age from 18-25.
- Looking back 3-5 years at previous donors and eliminating some from mailing list.
- Offering an option to donate online.

**New Business:**

Fourth of July Parade Funding: Julie distributed the estimated costs for funding the Fourth of July Parade. Janine Bauer, community manager, requested a total of \$1,000, which would cover the costs for the float and the candy that is distributed. Diana motioned to fund the parade, Jerry seconded and the motion passed.

Prizes Funding Request: Julie submitted another request from Janine for \$500 to fund customer prizes. These prizes would be awarded to customers for participating in different

contests, surveys, and drawings throughout the year. Greg moved and Jeff seconded a motion to approve and the motion carried.

Expiring Trustee Terms: The two trustees that have terms expiring are Don Brush and John Forbes. The meeting to re-appoint will be held on June 22, 2015.

Appoint Officers Nominating Committee: Greg and Jerry agreed to be the nominating committee and will meet and propose a slate of officers for next year. They will present their proposal at the June meeting.

Tom moved and Greg seconded a motion to adjourn. Motion carried.

Respectfully submitted,

Steve Lytle  
President

Attest: Susan Nass