

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
MARCH 26, 2012

Vice-President John Forbes called the meeting to order at 5:34 p.m. Mark Zlab read the Character Counts statement.

Members present: Paul Cain, John Forbes, Tom Graves, Marlyn McKeen and Mark Zlab.

A motion to approve the January minutes was made by Tom, seconded by Mark. Motion carried.

Treasurer's Report: Julie Kroll filed the income tax return. Interest rates dropped ½%. Marlyn made a motion to approve the Treasurer's Report, seconded by Mark. Motion carried.

Unfinished Business: The roof repair will cost \$16,000. Remaining funds in the CIP will be used for the carpet repair. Dave McKay, Urbandale City Engineer, suggested contacting an architect to help with our carpet repair/replace decision. Denny Sharp from FEH Associates is helping with ideas for redesigning the layout of the library and will prepare a quote for his work. He will also assist in the decision of whether to repair our existing carpet or replace it with carpet tiles.

Don Brush arrived and took over as President to conduct the remainder of the meeting.

Shobana Rao and Chris Hall, both Circulation Assistants, sent information about book bags to the Foundation. These bags would be available for \$3 to be purchased by patrons as a Foundation fundraiser and will include the Foundation name on the bags. A motion to approve the purchase of these bags for \$325 was made by Marlyn, seconded by Tom. Motion carried.

New Business: Everyone was reminded to come to the Volunteer Luncheon which is sponsored by the Foundation each year.

The meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Don Brush
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION
MINUTES
JUNE 25, 2012**

President Don Brush called the meeting to order at 5:40 p.m., reading the Character Counts statement.

Members present: Don Brush, Paul Cain, John Forbes, Steve Lytle, Jeff Merrill.

Staff present: Julie Wells, Trish Dimond and Debbie Sires.

John made a motion to approve the March minutes, seconded by Steve. Motion carried.

Paul presented the Treasurer's Report. There were not any changes. Steve made a motion to approve the Treasurer's Report, seconded by John. Motion carried.

Unfinished business: The carpet repair looks good. There are still a few places where the carpet needs to be replaced but the project is going well.

FEH Associates has submitted a proposal to reconfigure spaces in the library for a cost of \$3,600. A motion to approve funding the project was made by Paul, seconded by John. Motion carried.

New business: Steve made a motion to elect the slate of officers as they are now serving on the Foundation for 1 more term, seconded by Jeff. Officers are as follows:

Don Brush – President
John Forbes – Vice-President
Paul Cain – Treasurer
Steve Lytle – Secretary

Steve made a motion to re-elect John Forbes and Don Brush to new terms on the Foundation, seconded by Paul. Motion carried.

A request for funding to recognize staff who have been with the library for 5, 10 and 15 years was made. Steve made a motion to approve funding up to \$200 for this project, seconded by John. Motion carried.

Tom Graves arrived.

Jackie Cacciatore, representative for the Public Art Committee, showed a power point presentation with ideas for using spaces in the library to display public art. The Committee will be applying for a Bravo Grant in September and will be asking other groups to contribute funds, also. Paul made a motion to approve funding up to \$10,000 for this project, seconded by John. Motion carried.

By-Laws of the Foundation were looked at to see if any changes need to be made. Paul noted that an audit is supposed to be done annually. He will make suggestions as to how to handle it in the future. A motion to reaffirm the by-laws was made by John, seconded by Steve. Motion carried.

A motion to adjourn the meeting was made by Paul, seconded by Tom. Motion carried and the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Don Brush
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
SEPTEMBER 24, 2012

President Brush called the meeting to order at 6:40 p.m., reading the Character Counts statement.

Members present: Don Brush, Paul Cain, Tom Graves, Marlyn McKeen and Greg Robinson.

Staff present: Julie Wells, Trish Dimond, Debbie Sires and Carmen Epstein.

A motion to approve the June minutes was made by Marlyn, seconded by Greg. Motion carried.

Treasurer's Report: The Foundation tax return was filed as of June 30, 2012 by Julie Kroll of Kroll, Timmins and Jacobson CPA firm.

The Foundation's bank, First American Bank, notified the Foundation that a new resolution listing directors who have the power to sign documents needs to be filed. A second director's signature is required on CDs. Don Brush was nominated. A motion to approve the nomination was made by Marlyn, seconded by Greg. Motion carried. The two Foundation directors who are now legally able to sign documents in the name of the Foundation are Paul Cain and Donald J. Brush.

Julie Wells will set up a spreadsheet to keep track of all donations to the Foundation received by the library and given to Treasurer Paul Cain.

Greg Robinson volunteered to help with the annual audit. Greg will do an internal audit as noted in the Foundation ByLaws, Article 10.

A motion to accept the Treasurer's Report was made by Greg, seconded by Tom.

Old Business: Book bag sales have totaled \$165 since July.

Art Committee Update: Paperwork for a Bravo of Greater Des Moines Grant has been filed but no response has been received yet.

FEH Reconfiguration: A representative from FEH will meet with Department Heads on October 3rd to go over ideas.

A grant was filed with Endow Urbandale to purchase e-readers with titles already loaded for check-out by patrons.

Carmen Epstein, Youth Services Manager, requested \$1,500 for the Summer Reading Program and an additional \$500 to purchase books to be given out to teens participating in the teen book club program. A motion to approve \$2,000 in funds for the two requests was made by Marlyn, seconded by Greg. Motion carried. It was suggested that a focus group consisting of teens in this book club group might be set up in the future.

Capital Campaign letter: Would like it sent out before Thanksgiving.

New Business: Poinsettias purchased last year to be put out for the holidays in the library public spaces totaled \$197. A motion to purchase poinsettias for a total up to \$225 was made by Tom, seconded by Marlyn. Motion carried.

A motion to adjourn the meeting was made by Paul, seconded by Greg. Motion carried and the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Donald J. Brush
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
DECEMBER 19, 2012

President Don Brush called the meeting to order at 5:30 p.m., reading the Character Counts statement.

Members present: Don Brush, Paul Cain, John Forbes, Tom Graves, Steve Lytle, Marlyn McKeen, Greg Robinson, Kris Winter and Mark Zlab.

Staff present: Julie Wells, Trish Dimond, Debbie Sires and Carmen Epstein.

Marlyn made a motion to approve the September minutes, seconded by Greg. Motion carried.

Unfinished Business: Julie showed the Foundation what Janine Bauer, Public Relations and Adult Services Manager, had compiled for the 50 year anniversary celebration. Patrons visiting the library that day were treated to staff dressed in 50s era clothing and given special mementos as they checked out.

New Business: A request for \$2,000 to present more crafts and activities during the summer months was made by Carmen Epstein, Youth Services Manager. This request would also be used to enhance the Summer Reading Program. In addition to this \$2,000, an additional \$500 was requested to start book discussion groups at the middle school and high school on early out days. The \$500 would be used to purchase books. A motion to approve both funding requests for a total of \$2,500 was made by Marlyn, seconded by Greg. Motion carried. Carmen will report to the Foundation on how programs are received and attended.

Julie asked the Foundation if they would like to support a Whiz Kids Program at the schools with a funding request of \$150. By approving this request, the Foundation would sponsor providing a meal for some of the students and books would be given as a reward to encourage education. Students in this program are mainly ESL participants. Tom made a motion to approve the \$150 request, seconded by Mark. Motion carried.

Paul Cain arrived and presented the Treasurer's Report. Donations are coming in for the annual campaign. It was noted that information needs to be given to Greater Des Moines Endowment Fund for tax credit. Those who have designated their donation be given to the endowment will then be able to get a certificate to file with their income taxes. The Foundation has a commitment of \$50,000 in FY 11-12 and \$50,000 in FY 12-13 for carpet and roof repairs. Capital Improvement has also been assessed this same amount. Paul needs to know as soon as possible when the money needs to be available. A motion to accept the Treasurer's Reports was made by Steve Lytle, seconded by Marlyn. Motion carried.

A motion to adjourn the meeting was made by Mark, seconded by Marlyn. Motion carried and the meeting was adjourned at 6:10 P.M.

Respectfully submitted,

Don Brush
President

Attest: Debbie Sires