

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
MARCH 24, 2014

Vice President Lytle called the meeting to order at 5:00 p.m. Jerry Brimeyer read the Character Counts statement.

Members present: Don Brush, Tom Graves, Jerry Brimeyer, Steve Lytle, Diana Ripperger, Jeff Merrill and Greg Robinson

Staff present: Julie Wells, Trish Dimond

Don moved and Jerry seconded a motion to approve the December 2013 minutes. Motion carried.

Treasurer's report: No report

Unfinished Business - Reconfiguration update: Julie reported that some staffing changes could possibly alter the reconfiguration of the Library. Three full-time hires may be made to fill two recent retirements. One consideration is adding a centralized service desk in the center of the library. Plans may need to be re-drawn as the impact of these staffing changes become known. Julie will meet with the contractor in July to discuss these changes.

CIP funding and how it impacts the library reconfiguration and the masonry project at the front of the building was discussed. Julie will talk with the appropriate city staff to clarify these funding concerns.

New Business – Staff Recognition Breakfast: Greg moved and Tom seconded a motion to approve the request for \$180.00 to fund the Staff Recognition Breakfast. Motion carried.

Julie reminded the board of Trish Dimond's retirement reception on Friday, March 28, 2014 from 3:30 - 5:30 and of Dinner with the Authors on Saturday, April 5, from 5-8.

Don moved and Greg seconded a motion to adjourn. Motion carried.
Meeting adjourned at 5:20.

Respectfully Submitted,

Diana Ripperger
Secretary

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
JUNE 23, 2014

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

Members Present: Jerry Brimeyer, Don Brush, Steve Lytle, John Forbes, Jeff Merrill, Diana Ripperger, Tom Graves, Greg Robinson, Al Kaduce

Staff Present: Julie Wells, Katherine Manion

Don moved and Tom seconded a motion to approve the March minutes. Motion carried.

Treasurer's Report: Al distributed the Statement of Assets, Liabilities, and Fund Balance, the Statement of Activities, a list of Certificates of Deposit, the Endowment Fund report, and the General Ledger report all dated as of May 31, 2014. Al reviewed these reports with the group and answered a few questions about said reports. Greg moved and Don seconded a motion to approve the financial reports. Motion carried.

Unfinished Business: Julie gave an update on the Carpet/Library Reconfiguration. She reported that there has been some staff changes that allow for a different customer service model. A centralized service desk will be used when the library is reconfigured. Steve then distributed financial information regarding the masonry improvements and the carpet replacement/library reconfiguration. The Foundation has found an alternative source of financing the masonry repairs. He reported that the Foundation originally (years ago) approved \$100,000 to be used for carpet replacement. The city has since then decided to use GOB (General Obligation Bonds) to finance the carpet replacement so that previously approved \$100,000 will be used for the library reconfiguration. He suggests that the Foundation authorize an additional \$50,000 out of the 2015 budget to go toward the library reconfiguration. At this point we have only a proposal from FEH, the reconfiguration contractor. The library will go out for bids in September with hopes of starting work in January 2015. Steve moved and Tom seconded a motion to authorize an additional \$50,000 from the 2015 budget to accompany the original \$100,000 to fund the library reconfiguration. Motion carried.

New Business: Appointment to Foundation – Don moved and Greg seconded a motion to reappoint Steve Lytle to the Foundation. Motion carried.

Greg and Steve made up the nominating committee for the election of Foundation officers. They proposed the following slate of officers: President – Steve Lytle

Vice President – Diana Ripperger

Secretary – Greg Robinson

Tom moved and Don seconded a motion to approve the proposed slate of officers. Motion carried.

Fourth of July Parade Funding Request: Jerry moved and Steve seconded a motion to approve the request for \$1,000 to fund the library's participation in the city of Urbandale's 4th of July parade. Motion carried.

Teen Book Club Funding Request: Greg moved and Jeff seconded a motion to approve the request for \$500 to purchase books and snacks for the Teen Book Club. Motion carried.

Magic Tree House Book Club Funding Request: Steve moved and Al seconded a motion to approve the request for \$500 to purchase books for the Magic Tree House Book Club. Motion carried.

Mothers and Others Playgroup Funding Request: Greg moved and Jerry seconded a motion to approve the request for \$1,000 to purchase a play mat, balls, cars, board books, a bead maze table and an infant play set for this new playgroup of children and their caregivers. Motion carried.

Julie distributed the Volunteer Appreciation Luncheon Final Report. The luncheon was well attended and once again considered a success.

Don moved and Tom seconded a motion to adjourn. Motion carried.
Meeting adjourned at 5:30.

Respectfully Submitted,

Diana Ripperger
Secretary

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
SEPTEMBER 22, 2014

President Steve Lytle called the meeting to order at 5:15 p.m. Steve Lytle read the Character Counts statement.

Members Present: Jerry Brimeyer, Don Brush, Steve Lytle, Jeff Merrill, Diana Ripperger, Greg Robinson, Al Kaduce

Staff Present: Julie Wells, Katherine Manion

Greg moved and Don seconded a motion to approve the June minutes. Motion carried.

Treasurer's Report: Al distributed the Statement of Assets, Liabilities, and Fund Balance, the Statement of Activities, a list of Certificates of Deposit, the Endowment Fund report, and the General Ledger report all dated as of August 31, 2014. Al reviewed these reports with the group. There were no questions concerning the information reported. Don moved and Jerry seconded a motion to approve the financial reports. Motion carried.

New Business: Julie requested money for poinsettia's be approved – Al moved and Don seconded a motion to approve up to \$250 for this expense. Motion carried.

The Foundation Board then came to a close at 5:19 p.m. to hear an update from FEH on the furniture reconfiguration and carpet replacement with members of the Urbandale Library Board.

Respectfully Submitted,

Greg Robinson
Secretary

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
DECEMBER 22, 2014

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

Members Present: Steve Lytle, Al Kaduce, Don Brush, Jerry Brimeyer, Diana Ripperger, John Forbes, Jeff Merrill, Tom Graves, Greg Robinson.

Staff Present: Julie Wells, Susan Nass.

Diana moved and Tom seconded a motion to approve the September minutes. Motion carried.

Treasurer's Report: Al distributed the Statement of Assets, Liabilities, and Fund Balance, the Statement of Activities, a list of Certificates of Deposit, the Endowment Fund report, and the General Ledger report all dated as of November 30, 2014. Al reviewed these reports with the group and answered a few questions about said reports. Al stated that the Foundation has paid \$100,000 of their commitment to the Carpet and Reconfiguration Project and that \$50,000 still remains to be paid.

Unfinished Business:

Carpet and Reconfiguration Project Update: Julie Wells displayed the carpet samples for the entryway, children's and teen areas of the Library. She showed a sample of a display feature that would mark the entryway into the children's area (where the self-check machine is now). The Parks and Recreation department made a prototype and changes are being considered to scale it down in size.

Capital Campaign Update: Julie distributed a summary of the Capital Campaign from the past year and the current donations as of December 22, 2014. She suggested that making online payments would be very convenient for donors.

New Business:

Volunteer Luncheon Funding Request: Julie distributed the estimated costs for funding the volunteer luncheon scheduled for April 16, 2015. There was discussion of the ethics of the staff having their lunch paid for by the Foundation. Don Brush will investigate the possibility of this being a violation for future years and staff will pay for their own meals this year. Greg motioned and Al seconded to approve. The motion was carried.

Youth Services Funding Requests: Julie submitted the request from Carmen Epstein, Youth Services Librarian for \$6,500 for funding programs. This request would cover four parts: Youth Summer Reading Program, Mothers and Others Playgroup, Teen Programs and Magic Tree House Book Club. John approved the motion to approve the request, Don seconded it and the motion passed.

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

Respectfully submitted,

Greg Robinson
Secretary