

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

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.  
MINUTES  
JUNE 22, 2015

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

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

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

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

**Treasurer's Report:**

Al Kaduce updated the Foundation on the finances. Steve Lytle reported on his visit with the Greater Des Moines officer and expressed his confidence in their guidance and their continued conservative approach.

**Unfinished Business:**

Carpet and Reconfiguration Project Update: Julie Wells presented a power point presentation detailing all aspects of the project. The revised bid total of both base bids = \$343,299. As of June 1, 2015 there is \$381, 505 available to fund the project. The children's feature, new furnishings, and modified shelving are on the list for part of Phase II of the project.

Appointments to the Foundation: Terms are expiring for Don Brush and John Forbes. Tom made a motion to extend their terms for an additional three years. Greg seconded the motion, all agreed, and the motion was passed.

Elect Officers for FY 15/16 Term: The slate of officers presented by Greg Robinson includes:

- Greg Robinson, President
- Diana Ripperger, Vice-President
- Al Kaduce, Treasurer
- Jerry Brimeyer, Secretary

The slate of officers was unanimously approved by the foundation members.

**New Business:**

Capital Campaign: The group agreed to revise the mailing list for the next Capital Campaign. Katherine will be evaluating the current donor list and providing information on decreasing the number.

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

Respectfully submitted,

Steve Lytle  
President

Attest: Susan Nass

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**SEPTEMBER 28, 2015**

President Greg Robinson called the meeting to order at 5:00 p.m. Greg read the Character Counts statement.

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

**Staff Present:** Julie Wells and Susan Nass

**Approve Minutes:** Steve moved and Jerry seconded a motion to approve the June minutes as amended to include the slate of officers for FY15/16. All voted in favor and the motion passed.

**Treasurer's Report:** Al Kaduce distributed copies of the Statement of Assets, Liabilities and Fund Balance, Statement of Activities, General Ledger, and the Urbandale Public Library Endowment Fund Statement. Steve moved and Diana seconded to accept the treasurer's report. All members voted in favor and the motion carried.

**Unfinished Business:** Carpet and Reconfiguration Project Update: Julie reported that the library has reached the half-way point of the project. The children's area is finished and the new circulation desk installed. The adult collection will be moved back by the end of the week and then replacing the carpet in the meeting rooms will begin. Chapter's Café should reopen by the end of the week.

**New Business:** Iowa Library Association Annual Conference Reception Funding Request: Metro area libraries are hosting a reception for the Iowa Library Association Annual Conference to be held in Des Moines October 14-16, 2015. Julie requested the foundation contribute \$343.00 to fund Urbandale Library's portion of this reception. Steve made a motion to approve providing funding for the reception. Greg seconded the motion, all approved and the motion passed.

Youth Summer Reading Program Funding Request: Requests were submitted by Carmen Epstein, Youth Services Librarian, for funding for the summer reading programs and for teen programs. Al made a motion to provide \$5,700 for the summer reading program. Jerry seconded the motion, all approved and the motion passed. Greg moved to provide \$1,000 for teen programs. Diana seconded the motion, all approved and the motion passed.

Poinsettia Funding Request: A request was submitted for up to \$200.00 to purchase poinsettias for the library. Steve made a motion and Greg seconded it. All voted in favor and the motion passed.

Chairs Funding Request: Julie stated that many of the chairs in the library are in poor condition. She presented initial estimates for replacement costs. No action was taken on this request.

Julie updated the members on the strategic planning process known as *Planning for Results*. Developing a strategic plan is required for the library to renew its accreditation through the State Library.

Al moved to adjourn the meeting. Jeff seconded the motion. All voted in favor and the meeting was adjourned at 5:30 p.m.

Respectfully submitted,  
Greg Robinson  
President

Attest: Susan Nass

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**DECEMBER 21, 2015**

President Greg Robinson called the meeting to order at 5:00 p.m. Greg read the Character Counts statement.

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

**Staff Present:** Julie Wells and Susan Nass

**Approve Agenda:** Don made a motion to approve the agenda. Steve seconded the motion, all voted in favor and the motion carried.

**Approve Minutes:** Steve moved and John seconded a motion to approve the September minutes.

**Treasurer's Report:** Al Kaduce distributed copies of the Statement of Assets, Liabilities and Fund Balance, Statement of Activities, General Ledger, and the Urbandale Public Library Endowment Fund Statement. It was decided that the Community Foundation of Greater Des Moines should be contacted and asked if they could notify the Foundation when donations are received electronically so that the gifts can be acknowledged. Don moved and Steve seconded to accept the treasurer's report. All members voted in favor and the motion carried.

**Unfinished Business:** Carpet and Reconfiguration Project Update: Julie reported that the project is completed with the final cost coming in at \$389,326. The preliminary projected cost was \$381,505.

**New Business:** Volunteer Luncheon Funding Request: Becky Sampson, Volunteer Coordinator, requested \$1,400 to fund the annual luncheon for the library volunteers. This amount will cover food, decorations, invitations, and a gift certificate for each volunteer. Tom made a motion to approve the request. Al seconded the motion. All voted in favor and the motion was passed.

Youth Program Funding Request: Requests were submitted by Carmen Epstein, Youth Services Librarian, for \$1,000 to pay for a presenter and purchase supplies and books for The Day of the Child, Saturday, April 30, 2016. Al made a motion to approve, Jerry seconded it and the motion passed. Carmen also requested \$300 to purchase book bags for the "check out 1,000 books before kindergarten." Jeff made a motion to approve, Tom seconded the motion and it passed.

Capital Campaign Update: Julie presented a handout comparing the 2014 Fundraising Campaign to what has been received as of 12/21/2015.

Chapter's Café: Julie reported that she had met with two economic development team members from the City to discuss the café. They were impressed with the space and suggested hiring a broker if a vendor cannot be found through other avenues. Julie stated that she has contacted many businesses and has found interest in the catering but not the business of running the café. She has another restaurant owner to meet with after the first of the year.

**Director's Report:** The library is currently developing a five year strategic plan. Julie provided an update on the process. Developing a strategic plan is required for renewing the library's State Library accreditation.

Al moved to adjourn the meeting. Jeff seconded the motion. All voted in favor and the meeting was adjourned at 5:30 p.m.

Respectfully submitted,  
Greg Robinson  
President

Attest: Susan Nass