

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
APRIL 2, 2007

President Julie Kroll called the meeting to order at 6:30 P.M.

Members Present: Julie Kroll, Steve Lytle, Marlyn McKeen, Kay Readinger and Don Brush.

Staff Present: Sara Pearson and Debbie Sires.

Treasurer's Report: Paul Cain was unable to come. He will have a report for the Foundation in June.

Unfinished Business: Anyone who is able to attend the Volunteer Luncheon was encouraged to come.

Sara reported that the artist who was going to design a bench for the landscaping project is unable to do so. Don suggested that we contact Joan Broeck for ideas. Sara will also talk to Betty when she is back from Arizona about hiring another artist. Some of the remaining Enrich Iowa funds will be spent to carry the landscaping around the corner of the building to fill in the area by the drive up book drop.

The butterfly garden design was presented. It would be located outside of the Youth Services area. The total cost of the garden is \$22,700 and we have \$4500 in the budget. After some discussion, Marlyn moved that the Foundation approve \$11,500 for the butterfly garden with the understanding that Sara will get competitive bids for the brick pavers used in the walkways. Seconded by Don. Motion carried.

Linda asked the Foundation for funding for her Youth Services summer programs. Steve moved that the Foundation fund these programs, Kay seconded. Motion carried.

Carmen reported to the Foundation that her programs, which were funded by the Foundation, have been very well attended by 30-35 people.

New Business: Steve and Don volunteered to serve on the nominating committee.

The next meeting will be Monday, June 25th. Marlyn moved that the meeting be adjourned at 7:00 P.M., seconded by Kay. Meeting was adjourned.

Respectfully submitted,

Julie Kroll
President

Kay Readinger
Secretary

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
JUNE 25, 2007

The meeting was called to order at 6:32 P.M. by acting President Kay Readinger.

Members present: Steve Lytle, Betty Hamilton, Kay Readinger, John Forbes, Don Brush and Paul Cain.

Staff present: Trish Dimond and Debbie Sires.

The April 2, 2007 minutes were presented. A motion to approve the minutes with correction was made by Don, seconded by Steve. Motion carried.

Treasurer's Report: Paul handed out the year end financial report. He also asked if the Foundation should be drawing out funds from the endowment that are allowed to be withdrawn yearly. Steve moved the Foundation start annually putting on the Agenda to discuss withdrawing funds in December, seconded by Don. Paul will ask Julie if her firm would file Form 990 in the future. Don moved acceptance of the financial report, seconded by Steve. Motion carried.

Unfinished Business: The butterfly garden expenditures were discussed and money budgeted for this project do not total up in the April 2, 2007 minutes. Sara will explain what has been paid from the FY06-07 Enrich Iowa funds, what is budgeted to paid in the FY07-08 budget and what the Foundation will pay. These changes will be noted in the April 2, 2007 minutes.

New Business: Steve and Don served as the nominating committee for election of officers. Kay and Paul have been reappointed to the Foundation. They were nominated to serve on the Board of Trustees. Don moved that the nominations of Kay and Paul to the Board be accepted, seconded by Betty. Motion carried. New Foundation Officers are as follows:

Marlyn McKeen – President
Kay Readinger – Vice President
John Forbes – Secretary

Don moved that the slate of officers be accepted, seconded by John. Motion carried.

Mark Zlab informed the Foundation that he will need to leave his position early. He will continue to serve his term until someone else can be appointed. Julie needs to be reappointed to another term.

The Circulation staff reported that Book Page, a subscription paid by the Foundation and free to patrons, is very popular. Paul Cain moved to increase the number of copies in the subscription as was requested by the Circulation staff. Steve seconded the motion. Motion carried.

The Volunteer Luncheon was very successful. Expenses for the luncheon were under the budget approved by the Foundation. Foundation members sent their compliments to the committee for a very nice affair.

John moved that the meeting be adjourned at 7:05, seconded by Betty. Motion carried.

Respectfully submitted,

Kay Readinger
President Pro Tem

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
MINUTES
SEPTEMBER 24, 2007

President Marlyn McKeen called the meeting to order at 6:32 P.M. Kay read the Character Counts statement.

Members Present: Steve Lytle, Kay Readinger, Betty Hamilton, Marlyn McKeen, Don Brush, John Forbes, Julie Kroll and Paul Cain.

Staff Present: Trish Dimond, Debbie Sires, Rus Mumme.

A motion to approve the June 25, 2007 minutes was made by Don, seconded by Kay. Motion carried.

Treasurer's Report: Paul distributed financial statements. The Foundation paid \$11,500 to TNT Landscaping with previously allocated funds. Paul will put \$755 in the Endowment fund from the 2006 Capital Campaign. At the December meeting it will be discussed and decided how much to deposit in the endowment fund and whether to withdraw the amount we are allowed annually. Julie volunteered to do the tax return for the Foundation this year. Don made a motion to approve the Treasurer's report, seconded by John. Motion carried.

Unfinished Business: The April minutes have been corrected to reflect correct totals for the butterfly garden expenditures. Steve made a motion to approve the corrected minutes, seconded by Julie. Motion carried.

New Business: Rus Mumme, Technical Services Assistant, explained a new program the library would like to present to attract the 13-17 age group. Gaming Night would take place quarterly and would be free to participants. Games would be set up on the library computers after the library is closed and networked so that players are interacting with each other. Participants will register in order to play and library staff will stay and monitor the program. Participants will give parent's name and contact information in case of any problems. Rus asked if the Foundation would be interested in funding the program by donating \$800 for games to be purchased. After some discussion, Steve noted that the Foundation can fund the program but the Library Board needs to approve the program. Rus will present his proposal to the Board at their meeting directly following the Foundation meeting.

The Foundation was also asked if they would like to approve an increase for the adult programs for the 08-09 budget year. Carmen's programs have been very well attended. Steve moved that the budget be increased by \$300 to a new total of \$1500 for 2008, seconded by Kay. Motion carried.

Marlyn will revise the fundraising letter to be sent out in November.

The December meeting will be held December 17th because of the Christmas holiday.

Kay made a motion to adjourn at 7:00 P.M., seconded by Betty. Motion carried.

Respectfully submitted,

Marlyn McKeen
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY FOUNDATION, INC.
DECEMBER 17, 2007
MINUTES

President Marlyn McKeen called the meeting to order at 6:30 P.M. Kay read the Character Counts statement.

Members Present: Bruce Bernard, Don Brush, John Forbes, Betty Hamilton, Julie Kroll, Marlyn McKeen and Kay Readinger.

Staff Present: Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

John made a motion that the minutes of September 24th be approved, seconded by Don. Motion carried.

In Paul Cain's absence, Sara went through the Treasurer's List for him. It was decided not to withdraw any funds at this time. Kay made a motion to accept the Treasurer's List, seconded by Julie. Motion carried.

New Business: Funds were requested for the Volunteer Luncheon which will be held in the library meeting rooms May 1st. The committee is asking for the same amount that was given last year. Julie made a motion to approve \$1,000 for the luncheon, seconded by Don. Motion carried.

The Foundation purchased magnets previously that were handed out to patrons by the circulation staff. We have been out of them for about a year and they are requesting more. Susan Clemmensen requested 10,000 more magnets be purchased at 15 cents apiece. Don made a motion to order the magnets, seconded by Betty. Motion carried.

Director's Report: Sara handed out a report prepared by Rus Mumme, IT Assistant, regarding the gaming night. Those attending had a very good time and there were no problems. The next game night will be in January. Rus would like to buy a racing game and asked if the Foundation would consider purchasing it as a donation. He would like to purchase 21 games at \$19.99 each for a total donation from the Foundation of \$420. Kay felt that it would be a good investment since it appeals to all ages. She made a motion to approve the donation of \$420, seconded by John. Motion carried.

Sara reported that she and Matt Carver, a member of the Library Board, had met with Piers Plaskitt, operator of the coffee shop, in November. Piers originally told Sara he thought he could stay open until the end of the year but, less than 2 weeks later, he told her he would be closing that evening and would not reopen. He is in arrears on his rent and has not operated the café in accordance with his contract. Bob Laden, City Attorney, says Piers is in default and the library should move forward. Bob will advise the Board as to what to do next.

A retirement party will be held for Ellen Graham on February 29th. Carmen Epstein will be the new Circulation Manager. Someone will be hired to fill Carmen's part time position.

Don made a motion to adjourn the meeting, seconded by Betty. Meeting was adjourned at 7:10 P.M.

Respectfully submitted,

Marlyn McKeen
President

Attest: Debbie Sires