

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**APRIL 7, 2008**

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

**Members present:** Don Brush, John Forbes, Kay Readinger, Julie Kroll, Marlyn McKeen and Paul Cain.

**Staff present:** Sara Pearson and Debbie Sires.

Don made a motion to approve the December 17, 2007 minutes, seconded by Julie. Motion carried.

**Treasurer's Report:** Paul went over the Treasurer's Report. Don made a motion to approve the report, seconded by Kay. Motion carried. Paul then suggested that 5% of the money in the Endowment Fund could be withdrawn each year to be saved for future projects. The biggest project coming up is replacement of the carpet in 2011. The Foundation will pay  $\frac{1}{4}$  of this cost with the City paying the other  $\frac{3}{4}$ . Paul will check into this for the next meeting.

**Unfinished Business:** The Volunteer Luncheon will be held May 1<sup>st</sup>. This is paid for by the Foundation. Mustard's will be catering the event.

Chapter's Café had their soft opening March 24. Coupons for free coffee and discounts off food will be handed out in April during National Library Week. Janine Bauer, our new Adult Services Librarian, will do some publicity for Chapter's also.

Sara showed pictures of the new magnets that will be ordered to be given out to new patrons. Three different designs of the library were available with information about our hours and our web address. The Foundation will be funding part of the cost of these magnets. After discussion, a specific library design was chosen to be selected for the magnet. John made a motion to approve the purchase of these magnets, seconded by Don. Motion carried.

**New Business:** Youth Services requested the Foundation sponsor 2 programs this summer for a total of \$600 in conjunction with the Reading Club. Paul made a motion that the Foundation approve the funding for these programs, seconded by Kay. Motion carried.

Gaming Night continues to be very popular with the young people.

Kay and Paul will serve as the Nominating Committee for new Foundation Officers.

Sara informed the Foundation that she will be retiring in February 2009. The Board of Trustees will be working with a human resources officer to find her replacement.

John moved that the meeting be adjourned at 7:05 P.M., seconded by Kay. Meeting was adjourned.

Respectfully submitted,

Marlyn McKeen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**JUNE 23, 2008**

The meeting was called to order by President Marlyn McKeen at 6:30 P.M. Sheila Whalen was introduced. Sheila is serving as the new Board representative on the Foundation.

Betty Hamilton read the Character Counts statement.

**Members present:** Bruce Bernard, Don Brush, Betty Hamilton, Julie Kroll, Steve Lytle, Marlyn McKeen, Kay Readinger and Sheila Whalen.

**Staff present:** Sara Pearson, Trish Dimond and Debbie Sires.

Kay made a motion to approve the April 7<sup>th</sup> minutes, seconded by Julie. Motion carried.

**Treasurer's Report:** In Paul Cain's absence, Sara handed out the Treasurer's Report. Julie pointed out that a donation from the Carlson's of \$10,000 was deposited on April 8<sup>th</sup>. The Volunteer Recognition Luncheon expense was paid. Paul will report at a later meeting about our flexibility withdrawing funds from the endowment. The question is if we can withdraw \$15,000 at one time if we have not withdrawn the \$5,000 allowed in 3 previous years. Steve made a motion to accept the Treasurer's Report, seconded by Kay. Motion carried.

**Unfinished Business:** There was no unfinished business.

**New Business:** The September meeting date was discussed. It was decided to meet as scheduled on September 22<sup>nd</sup>.

Paul and Kay served as the nominating committee. Kay presented their slate of officers as follows:

Kay Readinger – President  
Steve Lytle – Vice President  
Paul Cain – Treasurer  
Bruce Bernard – Secretary

Julie made a motion to recommend the slate of officers, seconded by Bruce. Recommendation carried. Betty Hamilton's term expires with this meeting as does Steve Lytle's term. Betty has decided not to continue. Kay made a motion that Steve be reappointed to another term, seconded by Bruce. Motion carried. Steve accepted the appointment.

Sara suggested that Janine Bauer, Public Relations/Adult Services Librarian, be asked to compose this year's annual fundraising letter for the Fall campaign.

Steve made a motion to adjourn at 6:50 P.M., seconded by Betty. Motion carried.

Respectfully submitted,

Marlyn McKeen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**SEPTEMBER 22, 2008**

The meeting was called to order by President Marlyn McKeen at 6:30 P.M.

Sheila Whalen read the Character Counts statement.

**Members present:** Don Brush, John Forbes, Kay Readinger, Marlyn McKeen, Sheila Whalen, Julie Kroll. Paul Cain arrived later.

**Staff present:** Trish Dimond.

Kay made a motion to approve the June 23 minutes, seconded by Julie. Motion carried.

**Treasurer's Report:** Paul presented the final June 30, 2008 Treasurer's Report. He also disbursed the Treasurer's Report through September 21, 2008. Paul reported on the flexibility of withdrawing funds from the endowment. Paul had checked with the Greater Des Moines Foundation regarding the terms which stated a withdrawal of five percent per year could be made. In a prior meeting a question regarding the ability to accumulate the amounts which had not been withdrawn could occur and then make a large withdrawal during a subsequent period. Per the guidance given to Paul by GDMFC, since the endowment was established to qualify for the Iowa credit, the five percent withdrawal was an annual calendar year election only. No carryover of amounts not taken could occur.

Motion made by Don Brush, seconded by John Forbes that a withdrawal of the five percent occur from the endowment by 12-31-08. Motion carried.

Paul then presented information regarding the amount of funds that currently exceed the FDIC limit with the Foundation's financial institution. A discussion occurred about the level of funds available for additional investment and the types of investments and institutions which may be used.

Motion made by Don Brush, seconded by Marlyn McKeen to authorize Paul to open a new account at any FDIC participating financial institution in Urbandale and to investment funds of approximately \$35,000-\$40,000 (the level that exceeds the FDIC coverage) as soon as possible. Motion carried.

A letter was presented on behalf of Susan Clemmensen requesting \$4,000 additional funds for the purchase of video games for the library collection. Motion by John Forbes to approve \$2,000 for approximately 50 games and to reassess in the Spring of 2009 regarding the need for additional funds. Second by Don Brush. Motion carried.

Janine Bauer, Library Public Relations & Programming, was present to discuss the annual capital campaign letter. Discussion included content desired and goal to receive draft of letter to Board members by 10-15-08.

Motion to adjourn by Marlyn, seconded by Don.

Respectfully submitted,

Marlyn McKeen  
President

Julie Kroll  
Acting Secretary

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**DECEMBER 22, 2008**

President Kay Readinger called the meeting to order at 6:34 P.M. Bruce Bernard read the Character Counts statement.

**Members present:** Bruce Bernard, Don Brush, John Forbes, Julie Kroll, Marlyn McKeen, Steve Lytle and Sheila Whalen.

**Staff present:** Sara Pearson, Trish Dimond and Debbie Sires.

Marlyn made a motion to approve the minutes of the September 22, 2008 meeting with 2 changes. The minutes should be changed to reflect the meeting being called to order by President Kay Readinger and the signature line at the bottom should read "Respectfully submitted by Kay Readinger, President". Don seconded the motion. Motion carried.

**Unfinished business:** There was no unfinished business. Kay did compliment Janine Bauer, Public Relations/Adult Services Librarian, on the campaign letter she had composed.

**New Business:** Withdrawing funds from the endowment will be discussed next month with Paul Cain, Treasurer.

The annual campaign letter was sent out to a broader patron base this year. 6500 letters were mailed.

A funding request was received from Janine Bauer for \$350 for programs to be held before July 1<sup>st</sup>. The Foundation is recognized as funding these programs and it shows the public how their donations are used. Don made a motion to approve the request, seconded by Steve. Motion carried.

Karen Smith requested funding for the Volunteer Luncheon. Bruce made a motion to approve up to \$900 be given to support this project, seconded by Marlyn. Motion carried.

Julie explained that tax Form 990 has been expanded. A committee was set up to look at these new issues before filing it. The committee members are Julie, Paul, Marlyn and Don. Once the tax return is completed, it will be brought to the Foundation so they can approve it. It is due November 15<sup>th</sup> of next year.

The Foundation then discussed Sara Pearson's retirement celebration in her absence.

A motion to adjourn the meeting was made by Marlyn at 7:21 P.M., seconded by Steve. Motion carried and meeting was adjourned.

Respectfully submitted,

Kay Readinger  
President

Attest: Debbie Sires