

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**APRIL 6, 2009**

President Kay Readinger called the meeting to order at 6:35 p.m. Bruce Bernard read the Character Counts statement.

**Members Present:** Bruce Bernard, Don Brush, Paul Cain, John Forbes, Julie Kroll, Steve Lytle, and Marlyn McKeen.

**Staff Present:** Sara Pearson

Don moved, seconded by Marlyn that the minutes of December 22, 2008 be approved as printed. Motion carried.

**Treasurer's Report**

Paul presented the report through April 3, 2009. Total assets are \$181,599.36. Income for the year totaled \$50,819.01 with expenses of \$8202.32. Donations totaled slightly over \$30,000 with an additional \$15,249 coming from the 5% drawdown of funds administered by the Greater Des Moines Community Foundation.

Moved by Marlyn, seconded by Don that the Treasurer's report be approved. Motion carried.

**Unfinished Business**

There was no unfinished business.

**New Business**

**Withdrawal of funds from endowment**

There was discussion surrounding the Foundation's commitment for carpet replacement. It was agreed that the amount is \$250,000. The schedule calls for replacement in 2011, however the carpet appears to be wearing well leading to the possibility that its replacement could be delayed, or it could occur in stages with the main traffic areas replaced first.

Paul asked whether there are other areas that should receive consideration for funding. Sara pointed out that consideration could be given to what the impact might be if the State decides to eliminate or reduce Enrich Iowa funds, which normally amount to \$100,000. These funds have typically been used for "extras", not operations. Paul asked whether there are "known needs". Sara responded that things are fine now, particularly with the addition of the Enrich Iowa funds.

Steve suggested that current investments be monitored throughout the year, with consideration being given to making adjustments depending upon prevailing economic conditions. Perhaps if the market is down in December the Foundation should carefully consider delaying drawing money down from the endowment.

Julie noted that the Form 990 review will occur after 4/15, with a goal to act upon it at the June meeting. A sub-committee is in place to assist with the review.

### **Youth Services Request**

Linda Ybarra, Youth Services Librarian has requested funding of \$625 for two summer programs, \$450 for the Tubabu Percussion Ensemble (\$250) and Kathleen Hurley and Dancers (\$200) and \$175 to purchase two ipod shuffles (\$50 each) and three \$25 gift certificates for prizes for the summer reading club. Moved by Marlyn, seconded by Don to approve the request. Motion carried.

### **Request for pet show**

Janine Bauer, Public Relations/Adult Program Coordinator has requested \$250 for supplies, prizes and related equipment for a pet show to be held in June. Pet shows were held before the move to the new library and were popular events. This will be held on the library grounds. Moved by Marlyn, seconded by John to approve the request. Motion carried.

### **Charitable gift planning**

Kay received information and several phone calls from Doug Lockin regarding services he provides to churches and non-profits. After some discussion it was agreed that should the Foundation desire to obtain services of this nature a formal process would be undertaken to provide other similar providers an opportunity to compete for this opportunity. Kay will follow-up with Mr. Lockin.

### **Other business**

Steve indicated that he has responded to an inquiry from Fidelity Investments regarding a person considering designating the Library as a beneficiary of a charitable gift. Steve answered questions pertaining to whether the Library is a qualified organization, which it is.

Sara discussed a potential fund raiser. The Library has purchased flash drives for \$6.40 which it will sell for \$10. She will evaluate whether this is successful over the next couple of months and report back. It would be possible to put a logo on the flash drive as a marketing tool.

Sara also reported that the new director, Katherine Manion will start in May. She will work with Katherine through June.

The next meeting of the Foundation will be June 22<sup>nd</sup>.

Moved by Marlyn, seconded by Bruce that the meeting be adjourned. Motion carried.  
Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Kay Readinger  
President

Bruce Bernard  
Secretary

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**JUNE 22, 2009**

President Kay Readinger called the meeting to order at 6:30 P.M. John Forbes read the Character Counts statement.

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

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

A motion to approve the April 6, 2009 minutes was made by Steve Lytle, seconded by Don Brush. Motion carried.

Paul Cain presented the Treasurer's Report as of June 19, 2009. The balance in the endowment fund is \$181,000. Don made a motion to accept the Treasurer's Report, seconded by Marlyn. Motion carried.

**Unfinished Business:** Kay complimented the staff on their thriftiness in hosting a very nice Volunteer Luncheon which was funded by the Foundation.

The Pet Show was also funded by the Foundation and was a great success.

**New Business:** Julie reported that Tax Form 990 is being revised. The Foundation qualifies to file the short form again this year but will possibly have to file Form 990 next year.

The Slate of Officers was presented by the Nominating Committee as follows:

President	Steve Lytle
Vice-President	Marlyn McKeen
Treasurer	Paul Cain
Secretary	Sheila Whalen

A motion to approve the Slate of Officers as presented by the Nominating Committee was made by Bruce, seconded by Julie. Motion carried.

The Foundation Directors asked that Janine Bauer, Adult Services Librarian, present a draft of this year's fundraising letter at their September meeting.

A motion was made by John to approve purchasing 100 flash drives, 2 GB in size for \$8.30 each to be sold for \$12 each, seconded by Steve. A Foundation logo will be put on the flash drives to encourage donations. The logo will be approved by Library Director Katherine Manion.

A motion to adjourn the meeting was made by Marlyn, seconded by Steve. Motion carried and the meeting was adjourned at 6:55 P.M.

Respectfully submitted,

Kay Readinger  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**SEPTEMBER 28, 2009**

Vice-President Marlyn McKeen called the meeting to order at 6:30 p.m. Kay Readinger read the Character Counts statement.

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

**Staff present:** Katherine Manion, Trish Dimond, Janine Bauer and Debbie Sires.

**Visitor:** A.J. Johnson.

Don made a motion to approve the September 22, 2009 minutes, seconded by Julie. Motion carried.

**Treasurer's Report:** After Paul explained the Treasurer's Report, Kay made a motion to approve the report, seconded by Don. Motion carried.

**Unfinished Business:** Katherine showed the Foundation the new flash drives they sponsored. They were purchased for \$8 and are sold for \$12.

**Capital Campaign Letter:** Janine shared 2 sample letters she had drafted. One letter was more human interest story based and the other promoted the current Geek the Library campaign. Board members who were not present at the meeting will be sent both sample letters and asked for their input on which to send out this year.

**New Business:** Discussion was held about changing the meeting time to 5:30 p.m. The Board is considering changing their meeting time from 7 p.m. to 6 p.m. Katherine will email members not present to get their opinions on the meeting time change.

**Fund Request:** Janine Bauer, Adult Services Librarian, asked for \$1,000 to buy a license that would allow the library to show copyrighted movies for library sponsored programs. She projected it would be used at least once a month. Any movies shown would be on DVD and would not put us in competition with movie theatres. Des Moines Public and Clive Libraries currently own licenses and have these programs available. Kay made a motion to table this discussion until the next meeting when more members are present and after Janine finds out how successful these programs are at other libraries. John seconded Kay's motion. Motion carried.

Katherine introduced A.J. Johnson, new Urbandale City Manager, who attended the meeting so he could meet the Foundation Directors.

**Fund Request:** The Central Iowa Library Service Area is asking for libraries who are interested to cooperate in the purchase of a portable laptop lab to be shared by participating libraries. Urbandale Library's portion would be \$1,360 but Katherine requested that the

Foundation approve up to \$1,500 in case some libraries are unable to raise the funds necessary to participate. This project is a nice way for larger and smaller libraries to cooperate in offering services that might not be available due to budget cuts otherwise. The lab would be used at Urbandale Library for library classes during the day or after hours. Paul made a motion to authorize up to \$1,500 to support the project, seconded by Don. Motion carried.

A welcome reception will be held for Katherine Manion, new Urbandale Library Director. Don made a motion to approve funding up to \$300 for the reception, seconded by Paul. Motion carried.

A motion to adjourn the meeting was made by Kay at 7:15 p.m., seconded by Don. Motion carried.

Respectfully submitted,

Marlyn McKeen  
President Pro Tem

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**DECEMBER 28, 2009**

President Steve Lytle called the meeting to order at 6:30 p.m. Steve Lytle read the Character Counts statement.

**Members present:** Julie Kroll, Paul Cain, Sheila Whalen, Kay Readinger, John Forbes, Steve Lytle and Marlyn McKeen.

**Staff present:** Katherine Manion, Trish Dimond and Janine Bauer.

**Visitor:** Jill Bale

Marlyn made a motion to approve the September 28, 2009 minutes, seconded by Kay. Motion carried.

**Treasurer's Report:** Paul explained the Treasurer's report with a summary of income and expenses. He reported that the endowment fund is slowly recovering but CD rates are going down. Julie made a motion to approve the report, seconded by Marlyn. Motion carried.

President Steve Lytle read a thank you note from previous Director Sara Pearson.

**Unfinished Business:** The starting time for the Foundation meetings was changed to 5:30 p.m. All members agreed to the change in time to start at the March 2010 meeting. A schedule for 2010 Foundation meetings was distributed by Katherine.

Janine Bauer, Adult Services Librarian, requested funds to purchase 2 public performance movie licenses for use in programs for adult and youth services. Each license would cost \$100 for a total of \$200 for the rights to show 2 movies. She also requested funds for a popcorn machine to be used at the movie night as well as other special events and youth services programs. Discussion followed. Paul made a motion to purchase 2 movie licenses, the popcorn machine and three popcorn packages for up to \$1000. Motion was seconded by Marlyn. Motion carried.

Karen Smith, Technical Services Manager, requested money to fund the annual Volunteer luncheon. Discussion followed. It was moved by Kay and seconded by Marlyn to fund the volunteer luncheon. Motion carried.

Katherine, Library Director requested funds to pay for the holiday decorations that were purchased for the library. Paul Cain moved to pay the \$351.80 for the poinsettias, seconded by Sheila. Motion carried.

**New Business:** Julie presented the tax form that has been prepared for the Foundation.

Katherine presented the spreadsheet on the fundraising to date.

Discussion on the use of Endowment funds for re-carpeting the library. It is on the CIP for 2011. The Foundation would fund \$250,000 of the project; the rest would be covered

by CIP funds. The Foundation can withdraw up to \$10,000 from the endowment fund. This would be 5% of the funds currently in the endowment. Paul recommended not withdrawing the money this year. He also requested that the discussion about this be held at the Foundation's September 2010 meeting. Discussion of the carpet replacement followed. The Foundation asked Katherine to investigate getting an estimate for piecing the carpet in the worn areas. She will report back to the Foundation in March 2010.

A motion to adjourn the meeting was made by Paul at 7:10 p.m., seconded by John. Motion carried.

Respectfully submitted,

Steve Lytle  
President

Attest: Trish Dimond