

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**MARCH 28, 2011**

President McKeen called the meeting to order at 5:32 p.m. Matt Carver read the Character Counts statement.

**Members present:** Don Brush, Matt Carver, John Forbes, Steve Lytle, Marlyn McKeen, Greg Robinson, Sheila Whalen and Mark Zlab.

**Staff present:** Jeanette Andrews, Trish Dimond and Debbie Sires.

John made a motion to approve the January minutes, seconded by Sheila. Motion carried.

**Treasurer's Report:** In Paul's absence, Trish handed out the Treasurer's Report.

Sheila reported that as Library Board President, she had a conversation with A.J. Johnson, Urbandale City Manager, about the future funding of the library. Because the budget will see some cuts in upcoming years, the Foundation might be asked to fill a gap in funding. Steve pointed out that the mission of the Foundation is to provide extras for the library and not to pay operational expenses. A move to approve the Treasurer's Report as presented was made by Greg, seconded by John. Motion carried.

**Old Business:** A letter from Julie Powell was received, thanking the Foundation for funding the reception at the library and her appearance at the Performing Arts Center for the recent author event.

**New Business:** Steve, John and Marlyn will serve as the nominating committee. They will bring their recommendations to the June meeting.

Linda Ybarra, Youth Services Librarian, requested funding for the summer reading program. Steve made a motion to approve \$290 to support this program, seconded by Mark. Motion carried.

Greg suggested sending information to the schools to encourage more children to get library cards.

A request for funding for Linda Ybarra's retirement party was made. There will be a public reception held in the meeting rooms on June 10<sup>th</sup> with cookies, lemonade, and coffee. A motion to approve \$250 to cover the cost of this event was made by Greg, seconded by Don. Motion carried.

A request for purchasing staff recognition gifts was made in the amount of \$335. A motion to approve that amount was made by Steve, seconded by Greg. Motion carried.

Information was received from the State Library of Iowa regarding the correct way of handling book sale money. Currently the Foundation sponsors the book sale and funds received are deposited in the Foundation account. Because some of the materials being sold are City property, funds for those materials should be deposited in the City account. Steve is going to ask his tax department to investigate this matter further and will report back.

Interviews with Library Director candidates will be held tomorrow.

A motion to adjourn the meeting was made by Mark, seconded by Greg. Motion was approved and the meeting was adjourned at 6:06 p.m.

Respectfully submitted,

Marlyn McKeen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**JUNE 27, 2011**

Acting President Matt Carver called the meeting to order at 5:34 p.m., reading the Character Counts statement.

Julie Wells, new Library Director, was introduced to the Foundation.

**Members present:** Don Brush, Paul Cain, Matt Carver, John Forbes, Steve Lytle, Greg Robinson and Sheila Whalen.

**Staff present:** Julie Wells, Trish Dimond, Jeanette Andrews and Debbie Sires.

A motion to approve the March minutes was made by Greg, seconded by Don. Motion carried.

**Treasurer's Report:** \$50,000 has been moved into the Foundation checking account for the Foundation's portion of the upcoming carpet repair. A motion to approve the Treasurer's Report was made by Don, seconded by Steve. Motion carried.

**Unfinished Business:** The Volunteer Luncheon, sponsored by the Foundation, was held at the Machine Shed this year. Everyone who attended enjoyed the change of venue.

After looking into the matter, it was decided that book sale funds should be returned to the City fund.

**New Business:** Steve, Marlyn and John served as the nominating committee for election of officers. Steve Lytle's term expires June 30, 2011. John made a motion to nominate Steve to another term, seconded by Don. Motion carried. Steve's new term will expire June 30, 2014.

The slate of officers as recommended by the nominating committee is:

Don Brush – President  
Sheila Whalen – Vice-President  
Paul Cain – Treasurer  
Steve Lytle – Secretary

Sheila Whalen's term also expires June 30, 2011 and, after discussion, she has decided not to serve another term. Steve made a motion to nominate John Forbes to serve as vice-president to replace Sheila's nomination, seconded by Greg. Motion carried. Don moved to accept the slate of officers with the Vice-President change, seconded by Greg. Motion carried.

The Foundation provided funding for the Youth Services Librarian retirement party. Cookies and lemonade were served. Special guests included Don Rydell and a balloon artist.

Julie will research who to contact about replacing our existing carpet.

A motion to adjourn the meeting was made by Greg, seconded by Paul. Motion carried and the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Matt Carver  
Acting President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION  
MINUTES  
SEPTEMBER 26, 2011**

Acting President Steve Lytle called the meeting to order at 5:30 p.m. Mark Zlab read the Character Counts statement.

**Members present:** Tom Graves, Steve Lytle, Marlyn McKeen, Greg Robinson, Kris Winter and Mark Zlab.

**Staff present:** Julie Wells, Trish Dimond, Debbie Sires, Carmen Epstein and Janine Bauer.

Marlyn made a motion that the June minutes be approved as revised, seconded by Greg. Motion carried.

A motion to approve the Treasurer's Report was made by Mark, seconded by Marlyn. Motion carried.

**Unfinished business:** Julie talked to the owner of the company that had originally installed the existing carpet. We do have extra carpet to patch areas in need of repair. Replacing the carpet is estimated to cost \$93,000. Currently, the Board of Trustees is addressing a roof repair issue. If the Board decides that the roof repair is a more eminent problem, the carpet project will be pushed back a year.

**New business:** Carmen Epstein, Youth Services Manager, asked for \$500 for Youth Services activities and programs to take place during October, November and December. A motion to approve her request for \$500 was made by Greg, seconded by Mark. Motion carried.

Janine Bauer, Public Relations Manager, asked the Foundation for \$725 to promote and celebrate the library's 50 year anniversary in December. After discussion, Marlyn made a motion to approve up to \$2,000 for this occasion, seconded by Greg. Motion carried.

Endow Urbandale will have an informational meeting at 5:30 p.m. on October 12<sup>th</sup> at Urbandale City Hall. All are encouraged to come and find out about Endow Urbandale. Members of civic and charitable organizations are especially encouraged to attend.

A motion to adjourn the meeting was made by Marlyn, seconded by Greg. Motion carried and the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Steve Lytle  
Acting President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY FOUNDATION, INC.**  
**MINUTES**  
**DECEMBER 19, 2011**

President Don Brush called the meeting to order at 5:30 p.m., reading the Character Counts statement.

**Members present:** Don Brush, Paul Cain, John Forbes, Tom Graves, Steve Lytle, Marlyn McKeen, Greg Robinson, Kris Winter and Mark Zlab.

**Staff present:** Julie Wells, Trish Dimond, Debbie Sires and Carmen Epstein.

Marlyn made a motion to approve the September minutes, seconded by Greg. Motion carried.

**Unfinished Business:** Julie showed the Foundation what Janine Bauer, Public Relations and Adult Services Manager, had compiled for the 50 year anniversary celebration. Patrons visiting the library that day were treated to staff dressed in 50s era clothing and given special mementos as they checked out.

**New Business:** A request for \$2,000 to present more crafts and activities during the summer months was made by Carmen Epstein, Youth Services Manager. This request would also be used to enhance the Summer Reading Program. In addition to this \$2,000, an additional \$500 was requested to start book discussion groups at the middle school and high school on early out days. The \$500 would be used to purchase books. A motion to approve both funding requests for a total of \$2,500 was made by Marlyn, seconded by Greg. Motion carried. Carmen will report to the Foundation on how programs are received and attended.

Julie asked the Foundation if they would like to support a Whiz Kids Program at the schools with a funding request of \$150. By approving this request, the Foundation would sponsor providing a meal for some of the students and books would be given as a reward to encourage education. Students in this program are mainly ESL participants. Tom made a motion to approve the \$150 request, seconded by Mark. Motion carried.

Paul Cain arrived and presented the Treasurer's Report. Donations are coming in for the annual campaign. It was noted that information needs to be given to Greater Des Moines Endowment Fund for tax credit. Those who have designated their donation be given to the endowment will then be able to get a certificate to file with their income taxes. The Foundation has a commitment of \$50,000 in FY 11-12 and \$50,000 in FY 12-13 for carpet and roof repairs. Capital Improvement has also been assessed this same amount. Paul needs to know as soon as possible when the money needs to be available. A motion to accept the Treasurer's Reports was made by Steve Lytle, seconded by Marlyn. Motion carried.

A motion to adjourn the meeting was made by Mark, seconded by Marlyn. Motion carried and the meeting was adjourned at 6:10 P.M.

Respectfully submitted,

Don Brush  
President

Attest: Debbie Sires