IOWA LIBRARY ASSOCIATION FOUNDATION
QUARTERLY BOARD OF DIRECTORS MEETING
Minutes

Friday, November 22, 2013, 10:15 a.m.
Diversified Management Services Office | 525 SW 5th Street, # A | Des Moines

Attendance: Michael Wright, Wendy Street, Barb Corson, Sarah Willeford, Ken Jones, Lois Blythe, Karen Burkett
Phone: Susan Moore, Karen Davidson, Tim Jones, Sarah Clendineng, Brandie Ledford, Susan Macken, Emily Weaver (left meeting at noon), Marlys Lien
Absent: Linda Adams, Kay Runge

Agenda was approved as presented.

Mike Wright made the motion to approve the minutes of the September 13, 2013 meeting. Seconded by Wendy Street. The motion was approved unanimously.

The ILA Report was made by Sarah Willeford, ILA Board. The theme for this year is “Our Libraries Make It Happen”. The Conference Committee will be chaired by the ILA President. There will be sub-committees for speakers and vendor/sponsor, with various groups created under the sub-committees. The committees will most likely meet online or via phone. There will be face-to-face meetings as deemed necessary.
Upcoming ILA activities:
ILA Lobby from Home Day is scheduled for February 12
ILA Legislative Day is scheduled for March 12

Sarah will discuss with the divisions whether they would use an online registration form and Barb will check with DMS about the cost of providing a generic form.

Committee Reports

Scholarship – Ken Jones
Update on 2013 scholarship winners: Michelle Turnis applied for the Susan Lerdal grant but she didn’t come to the convention. She wanted to know if the funds could be applied to the Board President who did attend. This request was denied since the Board President had not applied for the grant initially.

Lisa Collier, UNI received the ILAF Scholarship
Christina Vivian, University of Iowa, received the Jack E Tillson Scholarship
Kris Petersen, received the Susan Lerdal Grant
Amber Rose Flynn received a Biblionix Grant
Julia Ohrt received a Biblionix Grant
Continuity – Susan Moore

Motion made by Ken Jones to accept the slate of officers as presented, Seconded by Tim Jones. The motion carried unanimously.

Slate of officers for 2014
President, Michael Wright
Vice-president, Sara Clendineng
Treasurer, Wendy Street
Secretary, Lois Blythe

Committee Assignments for 2014
Barb Corson, Chair of Fundraising replacing Michael Wright
Contact Susan if you wish to change committees, otherwise, your assignment will remain the same as last year.

Manual Updates
Manual updates will go out once meetings are set for next year.

Budget & Finance – Wendy Street
Mary Heinzman requesting $1,500 for maintenance of the website which is already in the budget for 2013. We need an invoice from DMS for the maintenance cost.

Barb Corson made the motion to keep DMS contract as ongoing vs. contracting every year. Seconded by Wendy Street. Motion passed.

Third quarter –does not include conference
We have no money invested anywhere except for the Community Foundation. Endow Iowa contract is signed. The Community Foundation gave us $10,000 to start the account. Endowed Speaker Fund amount is based on total in the fund as of Sept 30. Wendy Street made the motion to round up the amount to $6,700. Ken Jones seconded the motion. Motion carried.

Preliminary discussion of 2014 budget
Because our By-Laws state we audit every 3 years, we need to budget for the audit which is due to happen in 2014.

If we get the information from DMS about the online forms we could budget for that also.
We need to think about a source for label tape because it was expensive-$300 Brother PT-D200 (Model of printer) Lois will check on other sources for label tape.
If the website maintenance is an ongoing request, we could budget for that also. Wendy will check in to other options for audits, perhaps doing it in the spring after prime tax season is over.

Fundraising – Mike Wright
Status of 30x30x3 campaign (see report Mike sent) we aren’t going to make $30,000 but we’re close to $20,000. Mike will send out another appeal.

Results of 2013 raffle
Tech items were more popular than the Keurig Coffee Maker basket. Brandie and Sarah will donate a quilt for next year since there were several comments made about not having a quilt this year.

Auction – Marlys Lien
Results of 2013 auction
Donations-We had a nice combination of baskets, art objects, and vendor donations.
Donations (240) were up, though total bids were down.

Discussion of grant to the 2014 ILA Leadership Institute-Barb will email the chairperson of the Leadership Committee to get a sense of what they’ll be asking for in terms of funding.

By-Laws and Manual Subcommittee
Approval of Revised Bylaws as presented tabled until next meeting since additional changes will be made.
We realize that our Board make-up will not reflect the revised by-laws but as people go off the Board we will recruit individuals to represent the various entities as outlined in the revised by-laws.

Suggested change to the by-laws in Section 4 to include meeting attendance via use of various technologies i.e. phone, web conference, etc..

Article 2, Section 4--Quorum and manner of acting
Add- “votes may be taken in person or via technology”
Suggested to change other references “via technology” when appropriate.

Section 8: Secretary
Change recommended-Record, distribute, and preserve all of the proceedings of the meetings.

Section 9: Treasurer
Change I to “prepare and submit”

Barb will make suggested changes and present the by-laws for approval at the next meeting.

Review of what is on the website-no changes at this time

Review calendar (Susan Moore)
Set 2014 meeting dates

March 28, May 30, September 12 and November 14

Reminder to committee chairs: Please have annual reports to President by 12/31/13

Other: We no longer have a P.O. Box

Adjournment at 12:32 p.m.
Tim Jones motion to adjourn. Second by Ken Jones.