Minutes

Friday, December 2, 2011, 10:15 a.m.
Iowa Library Association Office | 3636 Westown Parkway, Suite 202 | West Des Moines, IA 50266

Attendance: Barb Corson, Susan Moore, Marlys Lien, Denise Ballesteros, Tim Jones, Lois Blythe, Emily Weaver, Sarah Clendening

Via Phone: Linda Adams, Wendy Street, Michael Wright (left at 11 a.m.), Lorraine Borowski (left at 11:55 a.m.), Tom Jones, Kay Runge (left at 11:15 a.m.)

Approval of agenda:

Motion: Kay Runge
2nd: Tim Jones
Approved

Approve minutes of September 16, 2011 meeting

Motion: Sarah Clendening
2nd: Susan Moore
Approved

Action Items

Request from ILA Executive Board for funds

Lorraine Borowski-ILA Finance Committee has met and are working with the reorganization of the ILA office and website. The upgrade of the current website will require additional funding to update the site and move the website to DMS which will be more efficient in the long run. The total of $9,250.00 will be paid in four installments. The first payment has been made. ILA was hoping that additional membership and income from the conference would be sufficient to pay for the website development. However, this has not come to pass at this point.

ILA would like the ILAF Board to pay the remaining $6937.50. The next installments are due in January, April, & July 2012. This would be a one-time development fee.

There is a monthly maintenance fee that is in the ILA budget for next year.

ILAF has $23,000 in undesignated funds.

Motion: Michael Wright- ILAF will pay the January installment with the third and fourth installments being considered once our budget is set.
2nd: Tim Jones
Approved unanimously

Motion: Marlys Lien – Rent a USPS post office box for incoming mail: $20 a month for 3"x3" for one year
2nd: Kay Runge
Approved

Correspondence
Angie Martin-Schwarze send a request asking us to consider using some of the the 30x30x3 funds for the Leadership Institute.

1. ILA Report
   Lorraine Borowski reporting:
   Mary Heinzman, ILA vice-president will be the ILA appointment for the ILAF Board for 2012. Lorraine will be looking at ways to increase membership and planning a conference that will be fun and also hopefully will bring in more income to the association.

2. Committee Reports/Action Items
   Scholarship – Sarah Clendening
   Jenna Spearing winner of the Jack E. Tillson--$1,500
   Janette Thrane, Iowa Library Foundation winner--$1,500
   Winners are asked to provide the board with a statement of how the funds were spent.

   Motion: Sarah Clendening moves to accept the Scholarship Committee’s recommendation for the Susan Lerdal Grant, which would offer two scholarships of $250.00 each for the ILA conference per/year until the funds are gone.
   2nd: Emily Weaver
   Approved

   Continuity – Susan Moore
   Manual Updates-distributed electronically

   Review of committee appointments for 2012 Board
   We don’t have a trustee representative yet. Unless there is an objection committee appointments will remain the same. Lorraine Borowski will be replaced by Mary Heinzman.
   Website calendar is up on the ILA web page. Susan will send out the new calendar and updated board member list.

   The By-Laws will be available online once the website has been moved to DMS.

   Budget & Finance – Wendy Street
   2011 reports – third quarter report sent electronically
   Wendy reminds us that the conference info is not in this report. Investments are not doing well, however, this to be expected. Wendy will be working on the proposed budget for the March 2012.

   Motion: Barbara Corson, ILA Office Contract for services of Denise Ballesteros for $2,500 for 2012
   2nd: Susan Moore
   Approved

   Barb Corson chatted with Merrill Lynch, ING, & TIAACref (not for profit). Committee needs to meet again to discuss the need or not for using an investment firm to manage our investments. Community Foundations may also be an option to consider.

Fundraising – Mike Wright
Response to the 30x30x3 letter campaign wasn’t overwhelming—amount pledged about $18,000. We had about 41 responses from the mailing. We’re over half way to our goal. Let’s try an email campaign letting people know where we’re at and what these funds will help the Foundation do.

**Auction – Marlys Lien & Linda Adams**

Received 169 donations. Ninety-two donations were from exhibitors. Grateful for all the help the board members provided. Everyone was flexible. We still have some kinks to work out with the financial end of the procedures. Our grand total was a little more than it was when we were in Council Bluffs previously. Emily suggests that we make personal contacts with our membership that have contributed a basket previously whether they’re planning on doing it for next year’s conference.

Lorraine Borowski shared that the Conference Planning Committee has increased the number of members, so hopefully there will be more members available during the conference.

**Raffle – Emily Weaver**

The Conference package was a meaningful prize to those who wanted it. The iPad was popular. This might be a good year to provide a first, second, third prize for the raffle. It would simplify the raffle to have only one box. More discussion will occur within the committee.

Review calendar for upcoming duties (Susan Moore) as outlined in the handbook.

Adjournment at 12:10 p.m.

Next meeting: