ILAF Meeting

Friday, March 11, 2011

Present: Barb Corson, ILAF President; Tom Kessler; Wendy Street, ILAF Treasurer; Emily Weaver; Susan Moore; Lorraine Borowski, ILA Executive Board; Roy Kenagy, ILA acting administrative assistant; Linda Adams, Maryls Lien, Mike Wright, Karen Davidson, Sarah Clendineng; Tim Jones; Ken Jones; John Lerdal, ILA Treasurer; Lois Blythe, ILAF Secretary.

Absent: Kay Runge

Called to Order: Barb Corson 10:15 a.m. ILA Office, West Des Moines IA

Agenda Approved

Minutes Approval of December 3, 2010

Motion by: Mike Wright Second by: Linda Adams Passed Unanimously

ILA Report: Lorraine Borowski, reporting

ILA is striving to be more effective as an organization by updating their technology so it will be easier to update membership databases, etc. Roy Kenagy has been hired to replace Laurie Hews during the interim period while the Executive Board evaluates their alternatives. Roy has agreed to stay on until June 2011. Fiscally, ILA is doing well as per the report from the auditor. Diversified Management Systems (DMS) works with organizations to assist with office management. We can continue the way we've been a one-person office, have a person located at another organization, or hire a management company. The executive board is looking at all options. ILA has looked at different states and what they've done to manage their associations. Minnesota has hired a non-profit management organization while Wisconsin has a one-person office manager. The question we need to answer is how important is it for ILA to have a place and a contact face to ILA membership?

ILA Foud would like ILA to consider having the administrative assistant continue assisting ILAF, as has been done in the past. ILAF has budgeted $2,500 for services received from ILA staff.

Lerdal Memorial Fund

Some of the funds were expended at the 2010 conference for a cake. The balance in the fund is $4,075. John Lerdal suggested perhaps use remaining funds for scholarships or using it to make the conference better.

Discussion: We could use for scholarships to send ILA members to conference or we could put it in an endowment fund which would fund an annual scholarship to send a first time attendee. Distribution Committee, Awards Committee, and Treasurer will investigate the logistics of setting up and awarding an annual scholarship.
Memorial donation for Faye Clow

Clow was a member at-large 1994-1996. Ken Jones asked board members to donate to the Bettendorf Foundation. Barb will get a card.

By-Laws & Manual

Discussion: It would be great to have them on the website. Create a link to ILAF behind the members’ only section of ILA. Lois will work with Roy and Susan to get these documents on the web site.

Also look at ILAF website to determine what other documents or info needs to be updated. Lois will work with Barb Corson

Committee Reports

Distribution report by: Ken Jones

Ken will contact the Scholarship recipients from last year to get their reports. Do we need to change the guidelines of requiring schools to submit three candidates? Currently, we ask UNI and University of Iowa to submit names for scholarships. Committee is having difficulty getting three applicants from each school. We could reconsider when we award the scholarship. We could consider increasing the scholarship amount to $1,500. Distribution committee will look at it and have recommendations for next meeting

Continuity report by: Susan Moore

Updates have been distributed. Section 20.2 is a list of committees and their members. Annual report from Continuity is also included in the update. Need to add Laurie Hews to Section 60.2. This omission will be corrected on the web site.

Motion to change name from distribution committee to scholarship made by Ken Jones, Seconded by Tim Jones. Motion passed.

Motion to drop the IA Library Commission rep and add a rep from the entity currently known as the State Library made by Susan Moore.

Motion withdrawn due to a lack of a motion to second

Budget & Finance report by: Tom Kessler

Annual report and financials were distributed. Capital Formation-don’t see last spring had two CDs that became due-do not show up as new investments because already reported. Invested $12,000 into mutual funds in December 2010. The Insurance bond was paid last June to cover ILA office staff decided to add ILAF treasurer. At this point not sure how much that will cost.
Funds & Investments—While we’ve been bouncing back still not up to 2007 levels. Ken Jones brought up that we had agreed to transfer $5,000 from undesignated funds into the 30th year fund drive. Ken will make this correction to his report.

Treasurers Annual Report highlights—Reporting process for Raffle has changed. Tax payment is made before the actual report is made. Can only file report to Inspections & Appeals in July but tax payment is made in January. The Raffle 2010 report still needs to be filed in July. Taxes will be paid today for the 2010 taxes.

Susan Moore will add this into the list of tasks that need to be completed by the Board.

Audit will be scheduled by Roy Kenagy. We need to file Form 990 to the IRS which the auditor can do for us for an additional fee. It was agreed to by board consensus to ask the auditor to complete and file Form 990 for us.

2011 Proposed Budget submitted by Wendy Street, Treasurer. Wendy based her projections on the past couple of years. Balances will be changed to reflect the $5,000 transfer from undesignated funds to the 30th anniversary fund as voted upon in December 2010.

Wendy will change the audit expense to $4,000 from the proposed $2,000.

ESF (Endowed Speakers Fund) contribution—based upon 3% of amount in the fund as of September 30.

Motion to accept proposed budget as amended: Susan Moore seconded by Sarah Clendinen. Motion passed.

A Motion was made by Emily Weaver to designate Wendy Street as the Treasurer of ILAF and Barb Corson, President as designated fiscal agents. Lorraine Borowski seconded. Motion passed.

Auction report by: Marlys Lien

Keep your eyes and ears open for auction donations. Have a basket competition between the libraries. The basket with the highest bid will be the winner. Winner could have picture put in Catalyst.

Fund Raising report by: Mike Wright

Mike would like to send out a letter to the membership concerning the 30x30x3 campaign. Mike would like some nice stationery to use (as he looks at Lois). Mike will send info to Lois.

Raffle: Ideas for raffle item. iPad2, Sony Dash, a Ken Jones Dinosaur workstation, gift certificate for a B&B in Dubuque for next year’s conference.

2010 Annual Report: Emily needs reports from fundraising and auction committees for annual report which is published in the Catalyst.
ILAF Calendar located in notebook (section 10.2). Please be prepared to discuss items on the calendar listed under 2nd meeting for June 2011.

Adjournment: Meeting adjourned at 12:45 p.m.

June meeting is still scheduled to be held at ILA office in West Des Moines.