IOWA LIBRARY ASSOCIATION FOUNDATION
QUARTERLY BOARD OF DIRECTORS MEETING

Corrected Minutes

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

Present: Barb Corson, Lois J. Blythe, Wendy Street, Mike Wright, Karen Burkett-Pederson, Susan Moore, Marlys Lien, Linda Adams, Karen Davidson, Sarah Clendineng, Sarah Willeford, Susan Macken
Absent: Ken Jones, Tim Jones
Phone: Kay Runge, Emily Weaver, Brandi Ledford

1. Approve agenda
   Agenda was approved as presented.

2. Approve minutes of November 30, 2012 meeting, December 2012 special electronic meeting
   Motion by Susan Moore: To approve the minutes of the November 30 and December 2012 special electronic meeting with the corrections as noted Second: Marlys Lien   Motion Carried Unanimously
   Discussion: Michael Wright will make the corrections to the minutes.

3. Correspondence
   a. Request for funding for the ILA/ILAF website
      Motion made by Wendy Street to pay $1,500 toward maintenance costs for the ILA/ILAF website.   Second by: Linda Adams   Motion Carried Unanimously
      Discussion: Request for annual maintenance fee of $1,500 for the ILA/ILAF website. This pays for the annual maintenance and part of the fees for updating the websites.

4. ILA Report
   a. ILA Board Representative – Sarah Willeford
      Conference planning is moving forward. Ad Hoc Committee is looking into dues structure. Legislative Day was very successful. We had 87 legislators and 71 librarians attend. Funding for Learning Express is in the House and Senate.

5. Committee Reports/Action Items
   Scholarship – Sarah Clendineng
   No Report
a. Continuity – Susan Moore
   Manual Updates were sent via email
   Confirmation of Committee Assignments for 2013 were reviewed.
   Kay Runge reported Maureen Sullivan will be here for the Leadership Institute.

b. Budget & Finance – Wendy Street

   2012 Annual Financial Report
   Clarifications on amount of auction earnings went down $41.00 because of an error on our part.
   Raffle money went down by $5.00 because of an error in reporting cash instead of check.
   Biblionix donated funds of $500 which were placed into undesignated funds, as well as, the expenditure came out of undesignated funds.

   2013 budget
   Motion by Mike Wright to approve the 2013 Budget
   Second by: Marlys Lien     Motion Carried Unanimously

   Discussion & Clarifications of the proposed budget:
   Added a Biblionix Scholarship line item of $500 because was not originally in the budget. We hope they will donate these funds again this year.
   Tillson Scholarship and the ILAF Scholarship added funds for cost of banquet tickets of the winners. Question was asked whether we should take the cost of meals out of the scholarship fund or out of some other fund. It was agreed to leave as is which is to take the meal ticket costs out of the scholarship fund.
   Tillson Scholarship fund is funded by donations to that fund and a certain percentage of our total revenue. The finance committee will meet and come back with a recommendation concerning funding this scholarship since we receive typically $50-$100 in donations from the membership.

   Fundraising expenses look like we're spending alot from there, however, the credit card fees came out of fundraising as well as raffle prizes. We also paid $500 for a flyer that was put in the ILA packet, however, we didn't get that much money out of the flyer. After some discussion board agreed to do a single sheet flyer for the 2013 ILA conference packet.
   Auction committee was asked to look into the cost of reordering bid sheets.
   Mike will check on label makers to use for the raffle.
   Karen Burkett-Pederson inquired about funding for the Leadership Institute. We do not have a designated fund for the Leadership Institute. We hold any funds that have been donated and give it to ILA when they have a Leadership Institute.

   Status on tax documents, audits, etc. - Wendy has filed all required forms.
Cannot move funds from mutual funds to the Community Foundation until we have bank accounts set-up. Community Foundation will be in charge of our investments. At this time, we have $5,000 in the Foundation. Additional funds will be moved from mutual fund accounts as appropriate.

c.  **Fundraising – Mike Wright**
Report
Kay and Mike chatted about contacting our corporate sponsors to donate to the 30x30x3 campaign. Kay Runge will send letters. We're in our last year of the campaign. We are about $8,000 short of the goal.

d.  **Auction – Marlys Lien & Linda Adams**
Review of 2012 auction
224 donations-$7,098.00
It takes a lot of time to contact the Exhibitors. Maybe we could just have a committee of people contacting them.
Using Square worked really great.

Committee suggested that people pick up their items after the banquet instead with an option of Friday until 11 a.m. so ILAF members can attend the Friday luncheon.

**Raffle – Mike Wright & Emily Weaver**
Report
Two raffle prizes-something techie and not so techie
Maybe a Kuerig coffee maker with refillable cups.

6.  **Other**
a.  Review calendar for upcoming duties - (Susan Moore)
Scholarship - info to Catalyst

a.  Progress report: By-Laws and Manual Subcommittee-they are meeting after this meeting to divide the work.

Discussion about offering online registration and payment for ILA committees/subdivisions. Barb will check with DMS about developing a generic form and find out who pays for the processing of the forms.

7.  **Adjournment: 11:50 a.m.**

Upcoming meeting dates:
May 31, 2013
September 13, 2013
November 15, 2013