IOWA LIBRARY ASSOCIATION FOUNDATION
QUARTERLY BOARD OF DIRECTORS MEETING
MINUTES

Friday, September 14, 2012, 10:15 a.m.
Diversified Management Services Office | 525 SW 5th Street, # A | Des Moines

PRESENT: Susan Moore, Wendy Street, Michael Wright, Marlys Lien, Tom Kessler, Tim Jones, Barb Corson, Lois Blythe, Sarah Clendineng, and Melissa Primus, DMS rep.
Linda Adams via Phone

ABSENT: Kay Runge, Karen Davidson, Emily Weaver, Ken Jones, Mary Heinzman

The Board of Directors Meeting was called to order by President, Barb Corson at 10:21 a.m.

Agenda Approval

MOTION: Tim Jones    2ND: Tom Kessler
Motion carried to approve the agenda.

Introductions of the DMS staff were made with Melissa Primus attending the meeting.

Approval of June 8, 2012 Meeting Minutes

MOTION: Tim Jones    2ND: Marlys Lien
Motion carried to approve the minutes as presented.

ILA Report

Barb Corson read a statement from Mary Heinzman, ILA Board Representative. ILA has ended its contract with Denise Ballesteros, Office Manager and has contracted for these services through DMS. By-Law changes have been submitted and can be viewed on the ILA Website.

Committee Reports

Scholarship – Sarah Clendineng/Tim Jones

i. The committee received nine applications for the Susan Lerdal Scholarship. Sarah & Tim reported all applicants were equally deserving. There was discussion regarding giving more than two scholarships this year. It was decided that the two recipients would be chosen via a random drawing.

Scholarship recipients are: Sharon Johnson, Grinnell and Christopher Brown, Pella.

There were five applicants for the Tillson Scholarship. Sarah Alexander was selected to receive this scholarship.
The ILAF Scholarship was awarded to Jennifer Dovre.

Sarah Clendineng will be presenting the scholarship awards at the annual ILA Conference in Dubuque, IA.

Clark Charbonnet, Biblionix has offered to give a $500 scholarship for a library employee to offset the cost of attending the ILA Conference.

Marlys Lien made the **motion** to accept the scholarship offer of $500.. Linda Adams **2nd**.
Motion carried.

**Discussion:** If Biblionix is willing to give the scholarship this year we could draw names from applicants for the Susan Lerdal Scholarship. Linda Adams will contact Mr. Charbonnet about the availability of the scholarship this year, and whether we could give out two $250 scholarships instead of one at $500.

**Continuity – Susan Moore**
Tim Jones, Susan Moore, and Tom Kessler’s terms are up in 2013.

**MOTION:** Susan Moore made the motion to keep Tim Jones and Susan Moore for another term as members-at-large. Tom Kessler declined to serve another term.
Wendy Street, **2nd** the motion.
Motion carried
Tim Jones and Susan Moore abstained

The following names will be submitted to ILA for reappointment to the ILAF Board.
Wendy Street for re-election by the ILA Executive Board
Linda Adams for re-election by the ILA membership
Lois Blythe for re-election by the Trustees Board

Discussion ensued regarding adding new members to the Board and how to interest the Trustees Board and the Library Commission in providing a liaison to our Board. It was suggested that the liaison would only need to come to one of our meetings and maybe we could offer recommendations to them of people to serve. The discussion was tabled at this time until the November meeting.

**Manual Updates-None sent out at this time.**

**Budget & Finance – Wendy Street**
Wendy Street demonstrated the use of the Square credit card solution. This service accepts most credit cards. It costs 2.7% of the transaction total per/swipe. If we have to key in the credit card the cost does go up substantially.

A **Motion** was made by Sarah Clendineng to use the Square Credit Card Solution to accept credit card transactions during the ILA conference. Tom Kessler **2nd**.
Motion carried

Discussion: The issue of transaction security was raised. Wendy Street replied that only those that she has invited to serve as cashiers will have access to the account that has been set-up. Money can only be put into the account. Money cannot be withdrawn from the account. The device is also PCI Compliant. Wendy indicated she would look into other issues that might arise before the conference in October.

2012 reports – second quarter

The Ad hoc committee reported moving funds to Greater Des Moines Community Foundation with an initial investment of $5,000 and then as the other investments become available moving those over to the Community Foundation as well.

The ILAF Tax Return -Wendy filed a Form 990N because IRS regulations have changed. As long as we don’t average more than $50,000 per/year, she can file the Form 990N. The process is much easier, basically filling out a postcard.

The Report to the State Inspections And Appeals Office has been completed. Wendy has the Gambling License needed for the raffle.

The raffle items have been purchased. We have two Kindle Fires and one iPad2. Sarah Clendineng has also donated a quilt to raffle.

Fundraising – Mike Wright
30x30x3 Campaign still needs about $10,000 to reach its goal of $30,000. Lois Blythe will make 50 flyers that include pledge forms and 20 posters which will be used at the conference.
An ILAF pamphlet for the conference folder has been created and revised.
Emily Weaver will be unable to attend the conference this year. Michael Wright has stepped forward to assume her raffle duties.

Auction – Marlys Lien & Linda Adams
We have 41 donations valued at $1,750.
We have 52 exhibitors, so far, only ten have made commitments to donate an auction item.
The Catalyst will be coming out next week with an ad. Hopefully, this will remind folks that conference time is near.
A sign-up sheet for workers was passed around. If you can help, let Marlys or Linda know.

Other
Barb will ask Karen Davidson if she can take pictures during the conference.
Susan Moore reviewed the remaining calendar items with the Board.
Remaining meeting date:   -Nov 30, 2012
Adjournment:   1:15 p.m.