MEETING MINUTES  
IOWA LIBRARY ASSOCIATION FOUNDATION BOARD  

Friday, June 20, 2008  

Iowa Library Association office—West Des Moines, Iowa  

President Emily Weaver called the meeting to order at 10:15 a.m.  


Absent:  Kay Elliott, Barb Rardin, Marilyn Raska-Engleson, and John Teget.  

Agenda:  Weaver declared the agenda approved.  

Holland was introduced and welcomed.  

K. Jones distributed pens and was thanked.  

Minutes:  the April 11 minutes were amended as follows:  1) Susan Lerdal was added to the list of members present, and 2) the line “President Emily Weaver called the meeting to order at 10:15 a.m.” was added at the beginning of the minutes.  Weaver declared the minutes approved as amended.  

Correspondence:  Correspondence from D. Fensterman was acknowledged.  Discussion of said correspondence was deferred to the Continuity report later in the meeting.  

ILA report  
Neuhaus reported the following:  

- Planning for the fall conference is progressing well.  Ross asked when registration will start.  Hews responded that registration will begin in July and recommended that hotel reservations be made before then.  There is a link on the ILA website for hotel registration.  
- ILA membership count is down slightly.  Neuhaus described steps the membership committee is taking to address this.  
- The ILA Executive Board met June 19 and approved an electronic voting policy.  They are currently working on electronic voting policies for subdivisions.  
- Neuhaus described the ILA website makeover and asked that any problems be reported to Hews.  Knippel was thanked for her contributions to the website.  
- A new ILA logo has been implemented and can be seen on the website.  
- The 2008 leadership institute is scheduled for July.  
- The Executive Board has suggested two equipment purchases for the ILA office: a conference telephone and an updated digital camera.  Hews distributed pricing on possible telephones.  It was noted that the conference room is a shared room in
the building, so the phone jack in the room is not in service. When ILA uses a conference phone, a wire must be strung across the hall to the jack in the ILA office. Hews has not researched cameras, but suggested that prices would be in the $200-300 range.

- 42 exhibitors have signed up for the conference, which is more than at this same time last year.

Distribution
Neuhaus reported:

- Scholarship information on the ILA website has been updated.
- Scholarship information has been sent to the appropriate persons at the two library schools. Neuhaus spoke personally with each to clarify the need for more than a single candidate for each scholarship.
- Neuhaus noted that the information contained in the packets about the scholarships varied somewhat, so the Distribution Committee recommended changes to the handbook.
- Neuhaus distributed two packets with suggested changes, including clarification that ILAF will provide two banquet tickets for each scholarship recipient, clarification of the two sections on submitting a minimum of 3 names for consideration, and making the wording of each document as alike as possible.
- Ross noted that the University of Iowa has received a Gates grant that is funding 20 scholarships. He suggested that the recipients of the Gates scholarships should not be eligible for the ILAF scholarship. There was discussion about the intent of the scholarship and whether financial need was to be a consideration and whether the application should ask about other scholarships already received. Neuhaus recommended leaving the scholarship application wording as is.

There was unanimous approval of the changes proposed by the Distribution committee.

Continuity
In Rardin’s absence, Weaver distributed manual updates and asked that corrections be emailed to Rardin. There was no calendar review. Weaver introduced discussion of the website concerns voiced by Fensterman in email correspondence received by Weaver.

Hews reported the following changes have been implemented:

- A right side button was created for ILAF on the ILA home page.
- She added a line to the ILAF description about ILAF’s 501(2)3 status.
- She was unsuccessful in her attempt to remove the ILA banner information from displaying on ILAF pages, but will investigate this further.
- She checked how other state associations link to their foundations and found that their practices are the same as ours.

Hews reported that she has thanked Fensterman and informed him of the changes she had implemented.

T. Jones noted that his trustee status will change on July 1. As he is the trustee representative on the ILAF board, he will inform the Trustee Association of his change in status and check to see if they want him to continue as their representative on the ILAF board.
**Budget and Finance**

Kessler distributed first quarter reports. He noted that most financial activity takes place during the second half of the year.

Kessler noted that the ILA requests for office equipment could be funded from undesignated funds. Ross moved that ILAF appropriate $750 from undesignated funds to purchase the needed office equipment. Clark seconded. Passed unanimously.

Kessler reported that the Budget and Finance committee met and is working on improving financial reports. He will continue with the current format, but intends to bring mock-ups of a new format to a future meeting. He hopes to include some graphs in the new format.

Kessler added that the committee is also considering a management fee for the endowment funds. Ross explained the philosophy of including such a fee in the financial reports.

**Auction**

Neuhaus reported that the ILA Executive Board decided to absorb the cost of ILAF tables this year. Hews noted that the decorator has lowered the cost to $15 per table and credited Heidi Lauritzen’s negotiating skills. Neuhaus believes the ILA Executive Board will continue to foot the cost of the tables, but wanted ILAF to be informed of said cost.

Clark passed out exhibitor sheets and asked members to choose 4 exhibitors to contact. Clark informed members that the appropriate form and a sample letter will be emailed to them. Changes to the form were described as 1) a tax deductible line was added at the bottom, and 2) the form asks the contributor to list a fair market value. August 15 is the deadline to return forms to Clark for inclusion in the Catalyst. Clark noted that ILA members can use the online form to report contributions to the auction.

Clark will bring sign-up sheets to the September meeting so that board members can sign up for times to sell raffle tickets and man the ILAF table. Clark noted that help is especially needed at set up time and on Thursday night.

**Fundraising**

**Raffle prizes:**

- Weaver reported that Karen Burns will contribute a quilt.
- Knippel reported that she has contacted the Bed & Breakfast but has not received a response.
- K. Jones reported that he is trying to get an autographed shirt form Shawn Johnson. If he is successful in obtaining this item, it may be more appropriate as an auction item rather than a raffle item.
- Ross is working on a Blu Ray player.
- K. Jones has not contacted Casey’s.
- Knippel will contact Dell.
• Other ideas discussed: a Wii or Playstation III.
Lerdal noted that we must know what the raffle prizes will be before we can submit the application for a gambling license.

Weaver reported that Vicky Myron wants to sit at the ILAF table to sell her book. She will donate her portion of the proceeds to the ILAF Endowed Speaker’s Fund. Clark raised the issue of how to handle the sales when Myron is not present. Hews suggested asking Local Arrangements to schedule volunteers to help Myron. Hews will communicate this request to Susan Henricks, the Local Arrangements chair. Clark will talk to Lauritzen about the layout of the exhibit hall and determine the best placement for Myron’s table. It may be best to locate her at the back of the exhibit hall to encourage attendees to walk through the exhibits. There was discussion as to whether ILAF can pay for Myron’s meals and/or hotel. Hews reported that Myron is an ILA member and ILA policy prohibits ILA from paying for a member’s registration or hotel. Weaver will discuss with ILA president Barb Peterson.

Kessler asked if it is possible for ILAF to ask for other volunteer help at the conference. Because of the need for ILAF board members to help at the auction, sell tickets, and staff the ILAF table, ILAF members are often not able to attend sessions. There was discussion as to whether or not this expectation is properly communicated to new ILAF board members. Lerdal asked that an information sheet describing expectations be created for new members. Weaver will forward this request to the Continuity committee.

Kessler asked about following up on the Naomi Stovall fund drive. Will we solicit new donors at the conference? Weaver suggested that one end of the ILAF table could be devoted to the Naomi Stovall fund drive. Neuhaus suggested that a flyer be distributed in the conference packet.

Other
Weaver noted that the State Library is coordinating information on the libraries affected by flooding and how contributions can be sent to them. Hews reported that there is also a link on the ILA website.

Future meeting dates and places were confirmed.

The meeting adjourned at 12:20.

Respectfully submitted,
Wendy Street, Secretary