President Sarah Clendineng called the meeting to order at 10:20 a.m.

Present: Sarah Clendineng, Tara Painter, Lois Blythe, Susan Moore, Marlys Lien, Karen Davidson, Ken Jones

Present via Zoom: Wendy Street, Mike Wright, Mary Heinzman, Kay Runge.

Absent: Tim Jones, Rick Brammer, Mary Bucy, Darryl Eschete, Cathy Noble

**Agenda**
Lien moved to approve the agenda as presented. Blythe seconded the motion. The agenda was unanimously approved.

**Minutes**
There was one correction to the September 8, 2017 minutes: Kristina Moore won the ILAF scholarship, not Renee Franklin. Blythe moved to approve the minutes as corrected; Lien seconded the motion. The corrected minutes were unanimously approved.

**ILA Report**
Mike Wright reported on the annual ILA planning meeting which was held November 16. He announced the theme for the 2018 conference will be “Access, Connections, Action.” He reported that the 2017 conference went well and the evaluations were generally positive.

**Committee and Other Reports**
**Scholarship**
Clendineng announced that she has a draft letter to thank John Lerdal for his financial support of the Lerdal fund, which will include the number of scholarships that have been awarded over the years. We have awarded 19 Lerdal scholarships and 12 Biblionix scholarships totaling $7,750.

**Budget and Finance**
Treasurer’s Report: Moore confessed that she mistakenly requested a $10,000 distribution from the Community Foundation of Greater Des Moines, not the $13,000 ILAF approved at the March 10 meeting. She has also requested a disbursement from the Endow Iowa fund and is expecting a check for $485.03.

Conference Report: Moore noted that more people have credit cards with chips and our Square readers do not read chips, so we should probably upgrade. Lien suggested we should have at least 3 chip readers. Street noted that our bank offers credit card readers and suggested we should compare their rates with those of Square. Moore will do some research and report at the next meeting.
Clendineng reported receiving two invoices from DMS for the conference. One invoice is for the Silent Auction expenses (tables) in the amount of $331.25. The second invoice is for conference speakers in the amount of $7,765.83. It was noted that we budgeted $7500 for speakers and notified ILA of that amount. After discussion, Heinzman moved that ILAF pay $7500 for speakers. Lien seconded the motion and it was unanimously approved.

We received a request to support the Leadership Institute with $6,000. Blythe moved to approve this amount and Heinzman seconded the motion. Discussion followed noting that our Leadership Institute support was $6500 the last time, so Clendineng will include that information in her response to the funding request. The motion was unanimously approved.

Moore reported that the Iowa Department of Inspections & Appeals asked for a new tax exempt letter, so she has requested a new one from the IRS.

Nominating
The following slate of officers for 2018 was presented:

- President Sarah Clendineng (second 2 year term)
- Vice President Mary Heinzman (2 year term)
- Secretary Wendy Street (second year of a 2 year term)
- Treasurer - Susan Moore (final year of a 3 year term)

Runge moved to elect the slate of officers as presented. Davidson seconded the motion and it was unanimously approved.

Michael Wright’s board term as ILA representative is expiring and he will be replaced by Dan Chibnall, the new ILA Vice President/President Elect. Rick Brammer’s term also expires in 2017; Clendineng will contact him to see if he wants to serve another term. Tim Jones (member at large) has resigned from the board. We discussed who we could recruit to the board to fill the at-large position. Clendineng and Moore will follow up with the names proposed.

Auction

- Lien complimented the board and thanked them for pitching in at the conference in her absence.
- Blythe reported that she created an auction information form for Silent Auction items that were not pre-registered and found the form very helpful at conference.
- According to Blythe’s records, the auction raised $5,692. There were 48 exhibitor-donated items, 119 personal donations, and 16 institutional donations, for a total of 183 auction items.
- Moore reported that our accounting was off by $24 on Friday.
- Davidson discussed the process of deposits and record keeping and reported that she her deposits of cash and checks totaled $3,668.

Raffle

Davidson reported that 600 tickets were purchased for the cat raffle and that she spent $794.98 on the iPad Pro, a little more than expected.

We discussed the 1992 quilt that was donated back to ILAF. Street will research its history and prepare a report. Runge moved to store the quilt carefully and use it as a raffle item at the 2018 conference. Blythe seconded the motion and it was approved unanimously. Clendineng will store the quilt.
Continuity
- Moore indicated that Manual Updates will be distributed once new members are identified.
- 2018 meeting dates: March 9, June 8, Sept. 7, Nov. 9
- Clendineng distributed the 2016 annual report and reminded committee chairs to send their 2017 reports to her by the end of February.
- Moore asked board members to review their committee assignments and let her know if changes are needed.
- Blythe volunteered to fill a vacancy on the Scholarship committee.

Other Business
Wright reported that the ILA conference is no longer held in Council Bluffs because the conference center’s rates are too high.

Adjournment
Clendineng adjourned the meeting at 11:30.