MEETING MINUTES
IOWA LIBRARY ASSOCIATION FOUNDATION BOARD
Friday, June 10, 2005
Iowa City Public Library – Iowa City, Iowa

Present: Linda Adams, Jane Campagna, Maeve Clark, Susan Craig, Kay Elliott, Ken Jones, Tim Jones, Tom Kessler, Susan Kling, Susan Knippel, David Martin, Rebecca Quinn, Bill Sayre, Naomi Stovall and Emily Weaver

Absent: Laurie Hews, Millie Knee, and Dale Ross

President Susan Kling called the meeting to order at 10:19 a.m. at the Iowa City Public Library in Iowa City.

Agenda: Kling declared the agenda approved with a revision of the order so that Sayre can present a revised budget documents and the addition of discussion of the 115th anniversary of ILA under Fund Raising.

Minutes: Kling declared the minutes approved with the corrections to the spelling of Elliott and Knippel.

Sayre, former Budget and Finance chair, presented revised 2004 reports including a revised and expanded Annual Report. Reports were distributed to all in attendance.

President Kling presented Sayre with a certificate of appreciation.

ILA Report:

A. ILA Board
Kling reported that high attendance is projected. K. Jones reported that Minnesota and Nebraska’s annual meeting are not the same time this year as Iowa’s.

B. Strategic Planning
Kling had nothing to new to report on strategic planning. Cynthia Dyer’s husband suffered a stroke and there hasn’t been a meeting.

Committee Reports:

A. Distribution
Knippel contacted the University of Iowa and the University of Northern Iowa for candidates for scholarships to be awarded at the fall conference. She is waiting for formal reports from the 2004 winners.
B. Continuity

1. Manual updates: Campagna asked who needed a manual. She will get them to Weaver and Quinn. She and Elliott have the updated manual on disc. Address and other information needs to be updated. Stovall suggested a master list with when each section of the manual needs be updated would make the project easier. Section 20.3 needs to be updated and section 60 also needs to be updated.

2. Review committee assignments: Linda Adams added to Budget and Finance and Fundraising, Clark removed from Distribution.

3. Review Calendar: Stovall and Elliott updated calendar and changed the format. Asked each committee to review assignments in manual and provide feedback to them. Kling noted that for the Pre-Second Meeting that the Treasure prepares the Giving Report not the President. Craig suggested that we add the following section and then complete the dates when the calendar is set:
   Feb/March 1\textsuperscript{st} meeting
   May/June 2\textsuperscript{nd} meeting
   Aug/Sept 3\textsuperscript{rd} meeting
   Nov/Dec 4\textsuperscript{th} meeting
   Kling suggested we review the calendar at each meeting to make sure we are keeping up-to-date on all tasks.

C. Budget and Finance

Kessler suggested a number of changes the B and F committee would like to make in how information is reported to the ILAF board. Kessler would like to step back and look at the big picture and move away from the detailed reports Sayre presented at all meetings. His plan is to have a detailed report for the first meeting of the year along with the year-end report from the previous year. At the second meeting of the year he proposed presenting an income and expenditure report, at the third meeting of the year he proposed presenting an investment and fund report and for the fourth meeting of the year the final allocation and year-end adjustment report.

He presented draft of the 2005 Income and Expenditure Report. He highlighted the key parts, (the detailed report will be maintained in a spreadsheet as Sayre had done before, it just won’t be presented at each quarterly meeting.) The format is now year-to-date and not month-by-month. A new investment fund was added, T Rowe Price New Asia Fund. He will also add a line for the Leadership Institute donations.

Kessler asked for reactions to his suggested changes. Board agreed that his presentation was easier to follow and understand. Craig raised the point that only 25% of ILAF’s income is given back each year, which is low in the eyes of the IRS. Most foundations give at least 50% of income.

Kling reported that the ILAF Executive officers met in May.
D. Auction
Clark distributed the vendor sheets for members to take to make contacts for donations to the silent auction. Clark will be in contact throughout the summer about auction items and will write a piece on the auction for the upcoming ILA Catalyst. We will work on developing a thank you form that can be distributed through the ILA office or ILAF Treasurer that will include the total raised at the auction. The form will automatically go out to auction donors after the conference.
Discussed what kind of raffle items we might have. Stovall will purchase the license. Kling will talk to Jean Gullickson, local arrangements chair in Dubuque, to see if there are any opportunities in the community. Craig will contact Demco about contributing something special in honor of their 100th anniversary. We will continue to use the silk flowers to designate vendors who are donors and to give out the green ILAF lanyard to individual contributors.

E. Fund Raising
Martin suggested we use the annual meeting to kick off the UNI scholarship fund. The goal is to increase the amount of the scholarship from $500 to $1000 to match the U of I scholarship. Martin will approach Iowa Association of School Librarians, (IASL) to involve them in the process because many of them have degrees from UNI. Martin will talk with Quinn, an IASL board member, about strategy. Seed money would be great to have to use a starting point at the annual meeting.
Discussed whether to do anything with the 115th anniversary of ILA. Kling suggested we exploit the opportunity. If we got 115 people to donate $115 each we could raise $13,225 and we should use candles on a cake to show how many donors we have. Each donor could place a candle on the cake.
Discussed whether to do an annual mailing and decided it is a good idea. We can use it to thank people for their support. Kessler will again make pancake mix to sell at the annual conference.

5. Other:
A. Review of Treasurer’s Duties
Stovall presented a list of what she does as Treasurer. Kessler is willing to take over as Treasurer when Stovall’s term ends but will not be able to do everything on the list. Kessler suggested we use the service contract with the ILA office more fully and ask the ILA staff to assist in those items most suited for service support. It was noted that in the past we paid a higher contract fee to the ILA office. T. Jones suggested an ad hoc committee of Kessler, Stovall, Hews and Kling come back with a recommendation for changes in the Treasurers duties and the transfer of some of the duties to the ILA office. Craig as incoming ILA president will also serve on the committee.
B. Bylaws
Elliot reviewed bylaws changes. She noted that the budget is done at the 4th meeting of the year. Discussed the audit and the need for it and who would do it. Craig suggested the ILA office include it in its audit. T Jones moved that we accept the proposed changes to the bylaws. Campagna seconded. Motion passed. Several other changes need to be made to language and then the bylaws can be filed with the Secretary of State. (Elliott may send it to board as an email again.) The board thanked the bylaw committee for all of their hard work on the revisions.

C. Archives
Kling spoke with Kraft about it and Kraft believes that we could have ILAF Board archives included with ILA’s in the U of I Library Special Collections. Craig moved that we send our archives to the U of I Library Special Collections. Quinn seconded. Motion passed. Kling will follow up.

D. Audit
Discussed whether to have an audit done. Craig suggested we have an audit when Stovall’s term as Treasurer ends. Elliott will check with a source of a possible pro bono audit.

E. Committee meetings
Kling suggested at future meetings we break into committees and then reconvene as a board so that the work of the committees can be completed at the same time as the quarterly meetings. Stovall asked that each committee chair review the calendar that she and Elliott distributed earlier and Elliott asked that officers draft a page with duties for the manual.

F. Meetings
September 16 meeting will be at Susan Kling’s house in Marion. Details to follow in later emails.
November 18 meeting will be held, if possible, at the Pleasant Hill Public Library in Pleasant Hill.

Meeting adjourned at 1:46 pm. Next meeting to be held at Susan Kling’s house in Marion Iowa at 10 am on September 16, 2005.