MEETING MINUTES
IOWA LIBRARY ASSOCIATION FOUNDATION BOARD
Friday, November 18, 2005
Pleasant Hill Public Library - Pleasant Hill, Iowa

Present: Jane Campagna, Maeve Clark, Susan Craig, Kay Elliott, Laurie Hews, Tom Kessler, Susan Kling, Millie Knee, Susan Knippel, David Martin, Tim Jones, Dale Ross, Naomi Stovall and Emily Weaver

Absent: Linda Adams, Ken Jones, Rebecca Quinn

Visitor: Jalois Crotty

President Susan Kling called the meeting to order at 10:15 a.m. at the Pleasant Hill Public Library.

Agenda: Kling declared the agenda approved with the addition of D. Bylaws, E. Audit, F. Funding Request from ILA, and G. Election of Members at Large.

Minutes: Kling declared the minutes approved as distributed.

ILA Report:

A. ILA Board – Craig reported on an excellent conference, grossed approximately 35,000. ILA membership is down a little; fewer teacher/librarians and trustees. The strategic plan needs to be updated; a retreat is planned for February 24 in Urbandale. ILA is getting ready to send out a member survey in December. The second Leadership Institute is being planned to be held in early August, 2006 at Central College.

B. Strategic plan – no report.

Committee Reports:

A. Distribution
Knippel reported that there was one applicant for the Jack E. Tilson scholarship and two for the ILAF scholarship. Knippel would like to find out if the University of Iowa and University of Northern Iowa are screening applicants and if that is why there are so few. The winner of the Tilson scholarship was Suzanne Barker Corriell and the winner of the ILAF scholarship was Sheri Haveman.

B. Continuity
Campagna reported on the slate of officers and length of terms:
President: Knippel 2 years
Treasurer: Kessler 3 years
Secretary: Clark 2 years
Vice President: Campagna 2 years

Ross moved nominations close and slate be accepted by acclamation. Knee seconded.

Knippel pointed out that she is serving one more year of an at large term and that she will be president for two years.

Campagna presented committee assignments:

Elliott is no longer a trustee so another trustee representative is needed. Campagna will contact John Teget, ILTA President, about a replacement. Ken Jones term is also up, but he will stay on as the exhibitor representative.

Marilyn Raska-Engelson was elected by ILA membership. Campagna will contact her about which committee she is interested in working on. Kling suggested we separate the auction/raffle into its own committee.

New members of ILAF will receive complete binders. An email list of members will be distributed at each meeting for updates. Hews offered to keep the listserv up-to-date at the ILA office.

C. Budget and Finance
Kessler distributed the Income and Liabilities (Expenditures) report as of October 31, 2005 and walked the group through the forms. The auction, raffle, cookbook and pancake receipts were all good from the Annual Conference. The 115th anniversary promotion brought in more than $9000. The budget for 2006 will be presented at the first meeting of the year. It cannot be done in November as the end-of-the-year figures are not yet available.

D. Auction
Clark reported that more than 250 items were donated to the auction and $8723.50 was raised. The raffle raised $1392.00 Kling reported that we need to work with the local arrangement chair next year to make sure that we know who will lock up. Karen Burns has offered to donate a quilt for next year’s raffle.

Kling will write a thank you note to each exhibitor who donated to the auction. All exhibitors who donated will be listed in an article in the November/December Catalyst as well as in ILAF’s annual report.

E. Fundraising
Martin reported that there were 78 pledges to the ILA 115th Anniversary grossing $9055. Martin will write a piece for the November/December Catalyst on the 115th Anniversary to thank those donating and to encourage others to make donations. Kling will write thank you notes will be written to those who contributed. Martin suggested we continue to write a letter to all new members of
ILA to make them aware of the Foundation. Martin reported on an email from Quinn on the ISLA scholarship that is given from the new Iowa Association of School Librarians. Martin asked if it was time for ILAF to make a formal request to the IASL board. If there is interest in working with ILAF we could begin publicity at our 2006 meeting. Craig remarked that they want to keep ownership of the scholarship. Ross suggested Martin talk to Dale Vande Haar

Other:

A. Annual Committee Reports: Kling would like annual reports by early January at the latest.

B. Review of Treasurer’s duties and ILA contract: Kling presented a written proposal. Ross asked if Hews had any reservations about dealing with ILAF’s money. Hews replied that she deals with money already and the same issue has already appeared on the auditor’s annual report. Kessler stated that he isn’t comfortable in completing the 990 and hopes that we are able to find someone to help with it. Stovall completed it in the past, but it has become more complex. Hews state that the paying the bond fee needs to move from the ILA Office staff duties to the Treasurer’s duties. Elliott asked if the safe deposit box could be moved to a location closer to the ILA office. Stovall remarked that maintaining the database would be the most challenging aspect.

C. ILAF Archives: Kling is working with Stovall and Kessler to get records in order. They will report on progress at the March meeting.

D. Bylaws: Elliott sent the revised Bylaws to members. Elliott raised the issue of whether the President prepares the budget or the Treasurer. Decision was made to leave the Bylaws as proposed. Elliott asked if the last meeting of the year is the annual meeting or if it is the first meeting of the year. Moved by Tim Jones to change the Bylaws Article 2 Section 9 from last meeting to first meeting. Seconded by Campagna. Passed unanimously.

E. Audit: Elliott reported on the audit and finding a volunteer. She contacted the Iowa CPA association to see if they could assist. We could place an ad in the Iowa CPA magazine, 50 words or less for $70 stating what we our need and with “Make us an offer”. The estimated cost for ILA’s auditor would be $1700 to $2000. Martin will make a request to the University of Iowa’s College of Business Accounting Department and report back in March.

F. Funding Request: Craig presented the request from ILA to increase the current contract from $1200 to $1700 and to increase the current Endowed Speakers Fund from $3500 to
$4000. Hews stated that the contract needs to go to the ILA board in December. Tim Jones asked if we could deal with each request separately? Craig remarked that ILAF doesn't distribute more than 25% of the funds it raises. Kessler pointed out that a large amount of the money is designated for ESF and the Tilson operating endowment. If these are taken out of the mix ILAF does distribute a larger amount. Kling asked Stovall how much the ILAF contract was when she was Executive Director. Stovall stated it was $1700. Tim Jones moved the contract for the ILA office be increased from $1200 to $1700. Campagna seconded. Motion passed unanimously. Craig stated that it would create some difficulty for the ILA board in planning if they do not know if they will have $4000 for the endowed speaker. Kling remarked that they would have at least $3500 until we meet again.

G. At Large Nominations and Election:
Slate of Maeve Clark, Jalois Crotty and Kay Elliott was presented for at large nominations. Craig moved and Weaver seconded slate. Nominations approved and elected unanimously.

Group broke into committees for committee work at 12:40. Reconvened at 1:11.

Elliot reported that she will keep the handbook up-to-date.

Dates and times of next 2006 meeting:
March 3. Pleasant Hill Public Library
June 2. Iowa City Public Library
September 15 Marion Public Library or Susan Kling's house
November 17 Pleasant Hill Public Library

Accolades were give to Susan Kling for serving as President. Kling presented Stovall with a certificate thanking her for all of her years of service to the Foundation.

Meeting adjourned at 1:21.