MEETING MINUTES

IOWA LIBRARY ASSOCIATION FOUNDATION BOARD

Friday, September 7, 2007

Pleasant Hill Public Library – Pleasant Hill, Iowa

Present: Maeve Clark, Kay Elliott, Laurie Hews, Tim Jones, Tom Kessler, Susan Kling, Millie Knee, Susan Knippel, Barbara Peterson, Dale Ross, and Wendy Street

Absent: Suzann Holland, Ken Jones, Barb Rardin, Marilyn Raska-Engelson, John Teget, and Emily Weaver

Agenda: Knippel declared the agenda approved.

Minutes: June 1, 2007 minutes were amended under Budget and Finance with the addition of Financial Policy presented by the Budget and Finance Committee and approved by the board. Ross moved approval of the amended minutes, Knee seconded. Passed unanimously.

ILA Report:

Peterson reported that the conference looks great. There will be nine sessions during each time slot with something for all attendees. National Legislative Day went well. Good slate of candidates for board. Susan Craig will announce the All Iowa Reads selection at the Friday lunch. Trustees are considering expanding membership to library advocates as well. Ross reported that FOLUSA and ALTA may merge with Sally Reed in the leadership role. The merger is not yet approved by the ALTA board. Suzann Holland was appointed to the ILAF board to complete the term of Jane Campagna. Her term ends in 2008.

Committee Reports:

A. Distribution – T. Jones shared a letter from Mikkie Smith thanking the foundation for the scholarship received in 2006 while a student at the University of Iowa. Distribution has received four applications for the Tilson Scholarship for a University of Iowa student and one for the ILA Foundation Scholarship for a University of Northern Iowa student Jones shared an email from Barbara Stafford at UNI on why she believes there is only one applicant – she thinks the students select among themselves and only one submits an application. Knippel suggested that it might be help if an ILAF representative went to the schools to promote the scholarships. Kessler will ask Stafford if she has any ideas on ways to increase interest and better publicize it. T. Jones will present the scholarships at dinner on Thursday night at ILA.

Elliott pointed out that the ILAF scholarship application form requires at least three applicants for each scholarship.

B. Continuity – Elliott presented the manual update.
Calendar - Knippel asked board members to review the calendar and make sure that it is correct. Kling will write an entry for the Stovall fund and will send it to Knippel to review.

Contract with the ILA office – Hews felt the $2000 contract was sufficient. Elliott moved to renew the contract and Ross seconded. Passed unanimously.

Webmaster – Knippel discussed the management of the ILAF website. Street volunteered to manage the website. Street will also serve as an ex officio member of continuity.

C. Budget and Finance – Kessler gave the quarterly report on Income and Expenditures and Funds and Investments. Funds and Investments are down due to the decreases in various markets. Kessler reported that there are thirteen 115 Birthday pledge not yet paid in full. Knippel will contact those with outstanding pledges. Kling asked about budgeting money for the Leadership Institute. Peterson will make a request for funds for the next Leadership Institute which will be held in 2008. Kessler revised the budget to show the addition of the Stovall Leadership funds. Kessler suggested we wait until December 31 to post ILAF’s $5000 pledge. Hews reported that the IRS is revising the 990 form for 2008 and that ILAF will need to complete it for 2009. It will be even more complex than now and it is estimated to take more than 50% more to time to complete. Kessler suggested we might want the accountant who does ILAF’s triennial audit to complete it for us. Kessler noted that we are setting aside $1000 each year for the audit.

D. Auction – Clark reported that auction items continue to come in from vendors and librarians. It looks like it will be another good year. Many people are using the online submission option from the ILA website to send donation information. Clark reminded those who had outstanding vendor contacts to continue to work on getting donations for the silent auction. It is especially important to make the contacts as Hews needs the list of auction items by September 21 in order to include it in the ILA conference packet. Clark passed around sheets with times for people to sign up to work at the ILAF table or to sell raffle tickets. She will send the list out before the conference to remind people of their time commitments. Kling reported that Allegiant Air has donated two roundtrip tickets to Las Vegas from the Eastern Iowa Airport in Cedar Rapids. Dell is donating a 745 minitower computer with a flat panel monitor. Kling and Hews are working on the raffle license.

E. Stovall Leadership Fund – Kling reported that ILAF has already received pledges of $7550 for the Stovall Fund. ILAF will contribute $5000 more. Kling will announce the fund at the conference. The goal for the fund is $35,000 which should then provide $1000 a year to the Leadership Institute. There was discussion of how the money would be spent if there were no longer a Leadership Institute. Board agreed that the fund could be used to support another form of leadership training. Knippel will write acknowledgement letters to those who have already donated to the fund. King will work out some means of designation for the conference badge to show who is a contributor. Kling will also design a poster for the conference promoting the Stovall Leadership Fund. Kling will prepare a letter to be included in the conference packet. Elliott reported that Stovall will be at the conference on Thursday and Friday as needed. Elliott asked if her expenses will be paid
by ILAF, including lodging, food and travel. Kessler moved and Kling seconded that ILAF pay for Stovall’s expenses while at the conference. Passed unanimously.

5. Other

A. Review of expiring terms - Emily Weaver, Susan Kling, Mille Knee, Ken Jones and Dale Ross. Kling and Knee will not continue. Unsure of Weaver and Jones. Ross will remain. Continuity will contact Weaver and Jones to see if they will continue.

B. Details for the conference – Kling and Stovall will speak at the two opening sessions with Stovall to promote the Stovall Leadership Fund and the auction and raffle. T. Jones will present the scholarships at the Thursday dinner and the raffle winners will be drawn at the Friday luncheon. Clark will remind board members before the conference about what times they have committed to help with setup, staffing the table, selling tickets and distributing the auction items.

C. ILAF Banner – Hews reported that she and Elliott have investigated banners and found a local vendor. Elliott moved and Street seconded the motion to purchase the banner. Passed unanimously.

6. Upcoming meeting date - the next meeting will be November 16, 2007 at 10:15 at the Stewart Public Library in Grinnell, Iowa.

Hearing no objections, Knippel declared the meeting adjourned at 12:25.

Recorded by Maeve Clark