MEETING MINUTES

IOWA LIBRARY ASSOCIATION FOUNDATION BOARD

Friday, March 3, 2006

Pleasant Hill Public Library - Pleasant Hill, Iowa

Present: Sheryl Bissen, Maeve Clark, Jalois Crotty, Dale Ross, Kay Elliott, Laurie Hews, Ken Jones, Tim Jones, Tom Kessler, Susan Knippel, and Marilyn Raska-Engelson

Absent: Linda Adams, Jane Campagna, Susan Kling, Millie Knee, David Martin, Rebecca Quinn and Emily Weaver

President Susan Knippel called the meeting to order at 10:18 a.m. at the Pleasant Hill Public Library.

Agenda: Knippel declared the agenda approved.

Minutes: Knippel declared the minutes approved as distributed.

ILA Report:

A. ILA Board – Bissen reported on the Strategic Planning Retreat held February 24 and praised the work of the Governmental Affairs Committee (GAC) of ILA for their hard work. The GAC Action Day on February 14 was successful. She noted that ILA’s annual Legislative Day would be Wednesday, March 8 at the Capitol in Des Moines. Ross reported that the ILA Board is concerned with membership numbers especially trustees and school librarians. There is also concern that the ILA office does not have any permanent support staff and has been relying on temporary agency workers.

B. Strategic Plan – Knippel reported on the ILA Strategic Planning Retreat went well. The strengths and weaknesses of the organization were outlined. Strategic priorities were established and a document will be sent to the ILA Board for further discussion.

Committee Reports:

A. Distribution – No report from T. Jones. Knippel passed on to T. Jones recommendations from UNI on how to get more applicants for the scholarship.

B. Continuity – Elliott reported for Campagna. She distributed updated pages for the ILAF manual to continuing members and handed out full manuals to new members. Please let Elliott know if there are any changes to be made to Section
20.1 Board of Directors addresses and contact information. Elliott asked each committee member to look at their respective sections of the handbook, especially the calendar section 10.2. A question arose as to whether Kessler should be a non-voting ex-officio member of the Budget and Finance Committee while he serves as Treasurer. Elliott asked for a draft of recommendations to change the bylaws so that Kessler serve as a voting member of the committee.

Kessler asked how materials distributed to members who were unable to attend the meeting were handled. Hews will mail them. The e-list is the best way to communicate. The address is ILAF@iowalibraryassociation.org.

C. Budget and Finance – Kessler distributed the annual reports. He noted that we will need to file a 990 with the IRS as we exceeded income of $25,000 this year. Kessler walked us through seven documents:

1. Summary of Income and Expenditures 2005
2. Detailed Income 2005
3. Detailed Expenditure 2005
4. Funds and Investments 2005
5. Projected Income and Expenditures 2006
6. Projected Funds and Investments 2006
7. Proposed Budget 2006

Kessler reported on a meeting with Frank Esser, a foundation officer at UNI. Esser said there is often a debate at foundations about whether to grow the funds or spend them. Esser suggested not basing the distribution of funds on income but on a set percentage. ILAF’s policies are based on income. UNI had policy of spending 5%, but after several years of low returns they modified the policy to 3%. Esser recommended that ILAF increase the amount it distributes, remarking that it is an important investment in the future of the organization. It can be a very effective tool in bringing in more contribution when the organization shares with members how their contributions are used. He suggested we look at planned giving and stressed the importance of the annual appeal.

Knippel said that we need to get more teacher librarians involved. Hews reported that teacher librarians used to offer scholarships. Elliott suggested a dual scholarship where a staff member and a board member would be funded to attend a meeting.

Ross suggested the Membership Committee be urged to develop a membership campaign and come to ILAF with suggestions on how ILAF could assist in funding it.

Esser does not think that we will be able to find an accountant to do an audit pro bono and that we should consider having ILA’s accountant do a basic audit of our books.
Tabled budget discussion until the end of the meeting.

Auction – Clark will email everyone the Auction and Raffle Annual Report. She reported that Karen Burns will once again donate a quilt for the raffle and suggested we try to find another electronic device for the raffle to offer the option of handmade and high-tech. Clark will write a piece promoting the auction/raffle for the upcoming Catalyst.

Fundraising – No report. Knippel would like to see us get more people from outside the members of ILAF involved in fundraising.

Other

Annual Committee Reports – Annual reports need to be sent to Susan Kling so that she can write ILAF’s Annual Report. Please make sure you share your annual report with all members of the ILAF board via the e-list.

Moved by T. Jones and Seconded by K. Jones that Kessler write the Giving Report. Passed unanimously.

President’s Report – Kling is still awaiting several committee reports.

ILAF Archives – Stovall recently brought in more items for the archives. Stovall and Kling are reviewing materials for the archives.

Audit – Kessler received a suggestion from Frank Esser that we get a basic audit. Martin contacted the University of Iowa Business School but was not able to secure a pro bono audit.

Elliott moved and K. Jones seconded that Hews and Kessler arrange for ILA’s auditor to complete our 990 form and to conduct a basic audit. Passed unanimously.

Funding Requests – Hews distributed her technology request. Kessler suggested ILAF purchase the computer to save on sales tax. Hews will investigate whether ILAF is tax-exempt due to 501c3 status.

T. Jones moved and K. Jones seconded the funding of up to $2300 to purchase a computer and any adaptors, cables and software for the ILA office. Passed unanimously.

T. Jones moved and Ross seconded the approval of the 2006 budget including the recommendation for funding $4500 for the Endowed Speaker, $2300 for the technology grant to purchase an ILA office computer, $1000 for the Leadership Institute. Passed unanimously.
Ross will pass on to the ILA Conference Planning Committee that we would like to see dynamic speakers at the conference.

Meeting dates, times and location were discussed.

Elliott asked that officers review the appropriate section of the handbook and send her drafts before the next meeting in June. Kessler asked what to do about the membership of the Budget and Finance Committee. The Budget and Finance Committee need to come back with a recommendation about the makeup of the Committee

Meeting adjourned at 1:15 p.m.