MEETING MINUTES

IOWA LIBRARY ASSOCIATION FOUNDATION BOARD

Friday, June 2, 2006

Iowa City Public Library – Iowa City, Iowa

Present: Sheryl Bissen, Jane Campagna, Maeve Clark, Jalois Crotty, Dale Ross, Kay Elliott, Laurie Hews, Tom Kessler, Susan Knippel, and Rebecca Quinn

Absent: Linda Adams, Ken Jones, Tim Jones, Susan Kling, Millie Knee, David Martin, Marilyn Raska-Engelson and Emily Weaver

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

Agenda: Knippel declared the agenda approved with the addition of discussion of a replacement for David Martin.

Minutes: Knippel declared the minutes approved as distributed with additional item of discussion.

ILA Report:

A. ILA Board – Bissen reported the ILA office has a new computer thanks to ILAF’s support. She reported the draft of the strategic plan was presented, that the 2007 conference site contract was signed for Coralville. She also reported the ILA office will be single staffed until August and the ILA Editorial Committee has been charged with redesigning the website. The slate of offices for the Executive board has been approved. Dale commented that the ILA Executive board was very appreciative of the increased funding from ILAF.

B. Strategic Plan – Knippel had no report.

Committee Reports:

A. Distribution – No report, Tim Jones absent.

B. Continuity – Campagna distributed the ILAF manual updates. She asked for address corrects, reviewed the calendar, and reviewed the committee assignment list. The Budget and Finance Committee should include Susan Kling and Laurie Hews, with Hews as an ex officio member. Knippel noted David Martin’s resignation from the ILAF board.
C. Budget and Finance – Kessler reported on committee’s telephone meeting of June 1, 2006. Kessler recommended the following changes to 40.2
2. d.1 recommends removing the phrase or sooner if necessary.
3. a.1 recommends change but shall not be chair.
Changes to 40.2 2.d.1. and 3. a. 1 passed unanimously

Kessler walked through the quarterly reports, which reflect a closing date of March 31, 2006. He will put a figure for the 115th Birthday fund in the 2006 budget.

Ross reported that the Budget and Finance Committee will review the financial policies and explain distribution at an upcoming meeting. They have formed a three-member subcommittee of Ross, Kessler and King.

Kessler met with Hews and Stovall to discuss procedures now that the Treasurer isn’t in Des Moines. Kessler asked to set aside the requirement to have two signatures on each check (30.5). Consensus of the board was to set aside the two-signature requirement.

D. Auction – Clark handed out exhibitor sheets for the conference and asked members to take a couple of sheets and start to contact them. If you missed the meeting don’t despair Clark will send you exhibitor names to contact. The form to send the exhibitor was emailed earlier in the week. If you can make contact now and get a commitment and an item or two, we will publicize it in the Catalyst before the conference. If anyone needs assistance, please contact Clark. And Clark reminded Foundation Board members to think about items they can donate and to not be shy about contacting others. Hews reminded all that the Conference Planning Committee has been calling and asking for financial support for the conference and that might confuse exhibitors who are getting calls from others. Clark will write an article for the upcoming Catalyst on the auction and the raffle.

E. Fundraising – Martin resigned. Knippel asked for ideas for the raffle to go along with the quilt from Karen Burns. A high tech item is a good balance to the tactile quilt. Suggestions ranged from digital cameras to portable DVD players to pdas. Knippel will contact Dell to see if they have any interest in helping again this year. (Late breaking news – Knippel was successful in getting a very nice pda from Dell.) Elliott asked what kind of recognition donors receive. Recognition is given in pre-conference publicity, conference publicity and in the annual report. Hews gave Clark the raffle license to secure for the conference. Crotty suggested selling pins, but Bissen said that Conference Planning is going to do that. Fundraising needs a chair for the next meeting. We are also looking for fun ideas to raise money, maybe something with a gambling theme, as we will be in Council Bluffs near the casinos.
Other:

A. Martin resignation – Knippel read David Martin’s resignation letter. He will be sent a certificate of thanks for his service. (Laurie – were you going to give a certificate to Susan to give to me to give to Dave? I have this in my minutes, but I don’t recall getting anything from Susan.) Continuity committee will work on a replacement for Martin.

B. ILAF archives – Hews distributed the Document Retention policy that Kessler, Stovall and she worked on. Continuity committee will need to sort documents to be moved to the University of Iowa Special Collections.

C. Audit – Hews reported that the auditor filed for an extension for the 990. When he gets the reports from the financial institutions he will proceed with the audit.

D. ILAF Banner – Adams recommended we get a banner to highlight ILAF’s presence at the Conference. Clark and Kessler will come back with ideas. Suggested that we make sure we have grommets in it to facilitate ease in hanging.

E. Committee meetings – None.

F. Meeting Dates –
   September 15 Susan Kling’s home or the Marion Public Library.
   November 17 Pleasant Hill Public Library

G. ILAF list serve – Knippel will send out a test to check on response from committee. Elliott didn’t get all of the documents for the meeting.

Meeting adjourned at 12:25 p.m.