MEETING MINUTES

IOWA LIBRARY ASSOCIATION FOUNDATION BOARD

Friday, September 15, 2006

Susan Kling’s home – Marion, Iowa

Present: Linda Adams, Maeve Clark, Dale Ross, Kay Elliott, Laurie Hews, Ken Jones, Susan Kling, Susan Knippel, Millie Knee, Rebecca Quinn and Emily Weaver

Absent: Sheryl Bissen, Jane Campagna, Jalois Crotty, Tim Jones, Tom Kessler, and Marilyn Raska-Engelson

President Susan Knippel called the meeting to order at 10:21 a.m. at the Susan Kling’s home.

Agenda: Knippel declared the agenda approved.

Minutes: Knippel declared the minutes approved as distributed.

ILA Report:

A. ILA Board – Knippel gave Bissen’s report. The ILA Leadership Institute was a great success. The Annual Conference is set. GAC has drafted a legislative agenda to present at the conference. ILA has added hotel room blocks. Elliott also noted that the ILA’s Strategic Plan will be voted on at the conference. The planning session for next year is November 3 in Grinnell. Ross added that there was some discussion of the future locations of the conference. It will be in Coralville next year, Dubuque in 2008 and Des Moines in 2009.

Committee Reports:

A. Distribution – Knippel reported for T. Jones. The committee received two applications from UNI and has extended the deadline at the University of Iowa for another week. T. Jones will fax the applications to the other members of the committee as soon as he receives them.

B. Continuity – No report from Campagna. Elliott distributed the membership list and asked that she be notified of changes. The calendar was reviewed and the next meeting will be Friday, November 17 at 10:15 at the Pleasant Hill Public Library in Pleasant Hill.

Moved by Elliott to renew the contact will ILA at the 2006 rate of $2000.00. Seconded by Ross. Passed unanimously
C. Budget and Finance - Knippel presented the report for Kessler. Audit is complete and the 990 form has been filed. The bill was $2700 instead of $2000. Kessler had a good conversation with the auditor and he suggested ILAF would not need to have an audit done each year. The review of the financial policy is not yet complete. The subcommittee will meet and will present it at the November 17 meeting.

D. Auction – Clark reminded committee members to get their auction information to her so that as many vendors as possible can be recognized on the silent auction flyer that will be included in the conference packet. Clark reported that Kling secured the raffle license. Kessler will again be selling his Kakes by Kessler pancake mix. Adams recommended we get a big sign highlighting the raffle of Karen Burn’s quilt and the Dell Axim PDA. Clark will talk Heidi Laurtizen, who is chair of the exhibitors about making sure we have a way to display the quilt in the exhibit area.

5. Other:

A. Audit – Hews distributed the audit report from Robert M. Knapp CPA. It was a positive report. Knapp spoke to the subcommittee and the necessary documents were signed. Knapp gave Kessler documents on recording unrealized losses and gains and investments. He also gave Kessler IRS information on who must file. Kessler should be able to complete the 990 form on his own but the Knapp firm can assist if needed. Clark asked why the audit cost more than expected. Hews stated it took more time and Knapp also completed the 990 form. Ross suggested we budget more for the next time. K. Jones suggested we have the audit done every three years and to budget for it on that basis. Elliott stated the bylaws direct ILAF to have an audit every two years. The Continuity Committee will need to propose a bylaws change at the November meeting. The audit bill was $3905.00 of which $1720.00 was donated in kind with the actual bill to ILAF of $2733.00

Moved by Kling to pay the bill submitted by Robert C. Knapp CPA. Seconded by Quinn. Passed unanimously.

A. Review of Expiration of Board Member’s Terms. Quinn, appointed by the ILA Executive Board, expressed interest in staying on the board. Bissen appoints the Executive Board representative members. Knippel agreed to remain on as ILA Membership appointee. T. Jones has agreed to stay on as a Trustee’s representative. K. Jones will stay on as the Exhibitor’s representative. Ross is leaving the Iowa Commission of Library so he will no longer be serving be ILAF. He suggested Monica Gohlinghorst to replace him. Martin’s member at large spot is still open, but it isn’t necessary to replace him as we have a sufficient number of members at large. Kessler will continue as a member at large. Kling suggested Quinn as a member at large if Bissen has someone else in mind. The membership nominees will be voted on at annual meeting in Council Bluffs.
A. Details for conference. ILAF will need to make announcements at the opening of exhibits and the morning sessions on Thursday and Friday as well as the drawing for the auction items at lunch on Friday. Kling volunteered to have buttons made that will match the ILAF lanyards to make it easier to identify ILAF members.

A. ILAF Banner. Clark reported that she and Kessler did not meet to discuss a banner. Adams will work on getting a banner for the conference.

6. Did not adjourn to break into committees.

7. Confirmed the date of the next meeting. Friday, November 17 at 10:15 at the Pleasant Hill Public Library in Pleasant Hill.

8. Meeting adjourned at 12:05 pm.