

**\*NOTICE OF PUBLIC MEETING\***

Van Meter Library Foundation

Date : October 25<sup>th</sup>, 2017

Time/Place : 7:00 PM – Van Meter Public Library, 505 Grant St.

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Consent Agenda
  - a. Minutes
  - b. Claims
  - c. Stats
  - d. Finances
5. Discussion Items
  - a. Partnering with Public Safety on fundraising
  - b. Wording of collection form and thank you/donation receipt
  - c. Review bank account
  - d. Review City Council and Library Board meetings
  - e. ALA Transform
  - f. Grant information from Shannon
  - g. Winter Market fundraiser
  - h. Other fundraisers
    - i. Pinterest type DIY
    - ii. Tree of knowledge
6. Action Items
  - a. Vote Shannon Miller to Trustee
  - b. Create collection form and thank you/donation receipt
7. President's report
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Seven o'clock PM on Wednesday, September 25<sup>th</sup>, 2017. I hereby call this meeting of the Van Meter Public Library Foundation to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Phillips\_\_\_; Colsch\_\_\_; Herman\_\_\_; Champion\_\_\_; Simpson\_\_\_; Welker\_\_\_; Alexander\_\_\_; Heeley\_\_\_; Jones\_\_\_

Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Foundation Member \_\_\_\_\_: So moved. Foundation Member \_\_\_\_\_: Second.

Agenda Item #4 – Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Additions:

Sample Motion: Does the Foundation Board wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us?

Foundation Member \_\_\_\_\_: So moved. Foundation Member \_\_\_\_\_: Second.

Agenda Item #5 - Discussion Items

- a. Partnering with Public Safety on fundraising
- b. Wording of collection form and thank you/donation receipt
- c. Review bank account
- d. Review City Council and Library Board meetings
- e. ALA Transform
- f. Grant information from Shannon
- g. Winter Market fundraiser
- h. Other fundraisers
  - i. Pinterest type DIY
  - ii. Tree of knowledge

Agenda Item #6 - Action Items

- i. Vote Shannon Miller to Trustee

j. Create collection form and thank you/donation receipt

Agenda Item #7 – President's report

Agenda Item #8 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Foundation Member \_\_\_\_\_: So moved. Foundation Member \_\_\_\_\_: Second.

Sample Language: The meeting is adjourned. Thank you.

Van Meter Public Library Foundation

Library Foundation Minutes – 9/20/17

The Van Meter Public Library Foundation met on Wednesday, September 20<sup>th</sup>, 2017 at the Van Meter Public Library.

Vice President Colsch called the meeting to order at 6:35 PM. Members present at roll call: Marianne Colsch, Barb Phillips, Jody Simpson, Joe Herman, Megan Alexander, Shannon Jones, and Sara Heeley by phone; absent were Jamie Champion, Jenny Bruins, and Jolena Welker. Also in attendance: Suzanne Lindaman.

Having no emergency additions, Vice President Colsch asked for a motion to approve the Agenda. Moved by Phillips, supported by Simpson. Passed unanimously.

Nominations were taken for President of the Library Foundation and Phillips accepted the nomination. Simpson motioned to elect Barb Phillips to serve as President and Colsch seconded, all approved. Treasurer nominations were taken and Alexander accepted the position. Phillips motioned to elect Megan Alexander as Treasurer of the Library Foundation and Jones seconded, all approved the vote. Secretary nominations were taken and Lindaman accepted the position. Colsch motioned to elect Suzanne Lindaman to serve as Secretary and Phillips seconded, all approved.

Fundraising ideas were discussed, including – gift wrapping station at the Winter Market, a family meal night with Story Time, a chili cook-off, garage sale, silent auction or online auction, bingo, raffle, trivia night, and pizza delivery. Corporations to approach concerning donations were mentioned. A Facebook page for the Library Foundation will be created. The next two meetings are scheduled to be held in the library on October 25<sup>th</sup> at 6:30 p.m. and November 29<sup>th</sup> at 6:30 p.m.

Having no further business, Vice President Colsch asked for a motion to adjourn. Moved by Herman, supported by Phillips. Passed unanimously. Adjourned at 7:16 p.m.