**Mitchellville Library Foundation**

**Annual Meeting Minutes**

**September 16, 2021**

**Attendees:** Joanie Allsup, Ellen Stahl, Bill Stirler, Mari Stirler, Maggie Stout, Dale VandeHaar, Susan VandeHaar, Carolyn Wassenaar, Ken Wassenaar

**Unable to Attend:** Mary Craig, Ryan Smith, Detra Warren, Terry Warren

1. **Call to Order**
   1. President, Dale VandeHaar, called the annual meeting of the Mitchellville Library Foundation Board to order at 7 pm Thursday, September 16, 2021 at the home of directors, Ken and Carolyn Wassenaar.
2. **Welcome and New Directors**
   1. President, Dale VandeHaar welcomed all members present with a special acknowledgement of new directors, Terry and Detra Warren and Ryan Smith. Dale read the Mitchellville Library Foundation Mission Statement adopted April 15, 2004 as a reminder for the focus of our evening’s discussion.
3. **Agenda**
   1. A motion was made, seconded, and carried to approve the agenda with no additions.
4. **Minutes**
   1. A motion was made, seconded, and carried to approve the minutes as written from the May 16, 2019 annual meeting.

1. **Treasurer’s Report**
   1. Bill Stirler, treasurer, reported a balance $5447.73 in the Money Market account. The money market account earned $3.49 in interest
   2. A balance of $750.50 is in the Checking account. Donations of $329.00 have been deposited since January 1, 2021. Bills paid from the checking account include:
      1. $56.00 to the United States Postal Service for the rent of PO Box 42.
      2. $200 paid for filing taxes.
      3. $42.80 paid for bank fees.
   3. A motion was made and seconded to approve the Treasurer’s Report with the addition of an amendment to include the 2020 (year of COVID) financials in the September 2021 minutes.
   4. The 2020 financials were emailed to directors by Treasurer Bill Stirler on January 13, 2020.
      1. The Money Market account had a beginning balance of $5438.64 with interest earned of $5.50 for a final balance of $5444.14.
      2. The Checking account had a beginning balance of $584.08 with donations of $390 and bills for banking fees of $57.78, United States Post Office fees of $46.00, Tax Filing fees of $200, for a final balance of $670.30.
   5. Additional Note as context for discussion: May 2018 the Money Market account balance was $7582.27. In May 2019 the balance was $6589.60 and in September 2020 the balance is $5444.14. (A purchase of a SonicWall TZ400 TotalSecure 1 Year firewall appliance with Gateway comprehensive security suite was approved by the Foundation in September 2019 for $1157.84.)
   6. The Mitchellville Library Foundation Federal exempt status as a 501(c) (3) organization is renewed annually. Federal exempt status was renewed in February 2020 and 2021.
   7. Discussion concerning the status of the Mitchellville Public Library’s Iowa State tax exemption concluded with President Dale VandeHaar agreeing to follow up with our attorney, Amy Beattie.
2. **Library Board of Trustees Greetings**
   1. Joanie Allsup reported the Board of Trustees work to improve the curb appeal of the Library, addressing maintenance and repair, an addition of a generator for community electricity access during times of emergency like the Derecho, and a major increase in the number of can and bottle donations. She named Jack Vermi as volunteer extraordinaire in assisting with the can and bottle redemption. She looks forward to continued collaboration between the Foundation and the Board of Trustees for the benefit of the Mitchellville Public Library and the community.
3. **Library Director’s Report**
   1. Grants
      1. $1157.84 from 2019 Mitchellville Public Library Foundation (Sonic Wall)
      2. $5000 from the 2020 Clement Trust (Generac generator)
      3. $5000 from the 2021 Iowa State Library (digital materials)
      4. $3000 from 2021 Dollar General(Board of Trustees tablets and patron hot spots)
      5. $4972.24 requested from 2021 Clement Trust
   2. Finances
      1. Open Access and Direct State Aid completed June 2021
      2. 2021 Budget $96,028.00
   3. Advocacy and Outreach
      1. Senior meals were assembled and delivered during 2020 into 2021 to fill the gap during COVID restrictions.
      2. Curbside service established and personal delivery of books, movies, groceries, etc. as needed
      3. Sewed masks and donated to community members
      4. Coordinated community access to generated electricity in the aftermath of the derecho
      5. Partner with churches and Lions Club to sponsor community events (Easter Egg hunt, Halloween activities, Santa visit)
      6. Participate and fundraise during Thomas Mitchell Days
      7. Built and donated a Little Free Library book house to Thomas Mitchell Park camping area
      8. Community Calendar established with a newsletter added to the backside of the calendar highlighting Library events
      9. Scheduled a local professional photographer to take Christmas photos for $20 ($5 will be donated to the Library)
      10. Attend City Council meetings (two/month)
      11. Continued programs of Summer Reading, Lego Club, Book Club, Cribbage, etc.
   4. Other
      1. Accreditation completed February 2020
      2. Bylaws and Policies updated 2021
      3. Repairs and maintenance completed include bay window, entrance doors, flooring, lighting, toilets and fire alarms. Shelving was removed for flooring and replaced parallel to lighting.
4. **Items for Discussion**
   1. Directors and Succession

The last succession plan, developed at the May 2019 annual meeting, was reviewed with the acknowledgement that the pandemic had diverted many of the actions approved.

* + 1. Ellen Stahl, Director of the Library, continues as an ex-officio member of the Foundation Board.
    2. New directors Terry Warren and Ryan Smith were affirmed.
    3. Detra Warren agreed to be a director.
    4. Terry Warren, Detra Warren, and Ryan Smith will complete their three (3) year terms of office beginning May 2022 through May 2025.
    5. Susan VandeHaar, Maggie Stout, and Carolyn Wassenaar will complete their two (2) year terms of office May 2024.
    6. Bill Stirler and Ken Wassenaar will complete their one (1) year term of office May 2023.
    7. Mari Stirler and Dale VandeHaar will complete their term of service May 2022.
    8. Mary Craig, longtime director and ardent supporter of the Mitchellville Library Foundation, will complete her service and retire from the Foundation Board September 2021. Dale VandeHaar will extend the Board’s appreciation to her for her commitment, service, and support of the Mitchellville Library Foundation Board.
    9. It was agreed to seek out three new directors to add to the Foundation Board by May 2022.
  1. Election of Officers
     1. Officers nominated and approved:
        1. President: Carolyn Wassenaar
        2. Vice President: Maggie Stout
        3. Secretary: Susan VandeHaar
        4. Treasurer: Bill Stirler
  2. Articles of Incorporation and Bylaws
     1. The Certificate of Incorporation (filed May 28, 2004), the Articles of Incorporation (2004), and Bylaws of the Mitchellville Public Library Foundation have been found and are complete. Carolyn is creating a digital copy of the Bylaws for distribution to each director.
     2. The study group established to research the feasibility of a combined Foundation and Friends organization met during 2019. After the upheaval of the pandemic in 2020 lasting into 2021, it is agreed that a Friends of the Library group would be of great benefit to the community, the Library, and the Director. A combined organization is not recommended.
  3. Support of the Library

The Mission of the Mitchellville Public Library Foundation is **to provide support for the public library and its programs through fundraising and advocacy.**

* + 1. Current sources include memorials and gifts. A recent birthday contribution from Facebook needs to be researched. No funds have been deposited in the Foundation bank account(s).
    2. Discussion was tabled after a brief conversation about the need for fundraising and the establishment of a strategic plan.

1. **Thank You!**
   1. To Ken and Carolyn Wassenaar for hosting and providing treats this meeting of the Foundation.
   2. From the outgoing Foundation President: Many thanks to everyone on the Foundation Board, the Library Board of Trustees, and all Library employees and volunteers for your service to the Mitchellville Public Library and its services provided to the citizens of the city of Mitchellville.
2. **Adjournment**
   1. The meeting adjourned at 9:30 pm.
   2. The next meeting is scheduled for May 5, 2022 at the Mitchellville Public Library. Bring a treat to share to celebrate Cinco de Mayo.

Respectfully submitted,

*Carolyn Wassenaar*, Secretary