



BOARD OF DIRECTORS

FOUNDATION MEETING

Monday, October 16, 2017

4:00 PM

**HPLD Administration and Support Services Building
2650 W 29th Street, Greeley, CO 80631**

1.0 OPENING OF MEETING

1.1. Roll Call

Present: Lucile Arnusch, Chairman; Joe Slobojan, Vice-Chairman; Kay Broderius, Secretary/Treasurer; Kathy Oliver
Excused: Stan Sameshima
Staff: Tony Brewer, Heather Butler, Rochelle Mitchell-Miller, Natalie Wertz
Other: Joe Nally

1.2. Approval of Agenda

The agenda was approved as presented.

1.3. Approval of Minutes

The agenda was approved as presented.

1.4. Foundation Board Meetings 2018 Schedule

A new board schedule has not yet been proposed. Additional communication is required with the Board of Trustees to finalize the following dates: January 22, 2018; April 23, 2018; July 23, 2018; and October 22, 2018. *Post meeting note: these dates were changed please see posted 2018 schedule.

1.5. Making of a Good Board Member (information)

- There are no current problems with any of the board members, but it is always good to keep these practices in mind for further success. These tools allow for praise and recognition.
- To continue having a strong board, there needs to be a good relationship between the Chair and Executive; otherwise, the risk of a breakdown in the board increases.
- Remember not to panic if there is unwelcome news.
- Focus on listening not just participating. Conversations should not be dominated by one person; however, the ability to have the forum express their views will allow everyone to engage.
- Remain focused on the main issue and work towards resolution.

- Seek a balance with the CEO. Bboard members are overseers not implementers.
- The importance of each member's role is essential and enjoying the role you are in is a benefit to the organization.
- With new members joining the board, there are going to be more questions as well as an abundance of ideas for resolution and growth.
- We represent HPLD and its Foundation at all times and must maintain the public view of the library. Remember that you are not representing the board but your individual views.

2.0 FINANCIAL REPORT

2.1. Year to date review

Earnings on investments at 35%. Another \$15,000.00 grant from KaBOOM! has been received. If funds are not spent how they are designated then they will revert back to a liability instead of an asset. The current grant concludes June 1, 2018. However, most grantors will allow for a cushion in spending down assets.

2.2. RFP 2017 Audit

The recommendation is to use Anderson and Whitney. The Foundation has used them in the past they came highly recommended.

Motion: Kay Broderius moved to continue with Anderson and Whitney for the 2017 audit.

Second: Kathy Oliver

Vote: Unanimous

3.0 DIRECTOR'S REPORT

3.1 2017 Links for Literacy report

The golf tournament was a success. Initial total of funds received is \$32,120, but the Foundation is still reconciling the expenses and profits received.

3.2 Summer Reading Adventure report

Kelli Johnson, Taryn Malilia, and Nancy Milliken presented on the 2017 Summer Reading Adventure. Incentives for the program were funded by the Foundation through sponsorships and Summer VISTA Associates.

3.3 EOY Direct Mail report

Mitchell-Miller reported to Directors Mantoosh Company was hired to prepare the Foundation's End of Year mailing campaign. The campaign is estimated to reach 10,000 potential donors and drop mid-November. All End of Year campaign work is on schedule.

3.4 CO Gives Collaborative update

Mitchell-Miller updated the Directors on three areas of outreach on Colorado Gives Day: community service organization outreach, social media expansion, and Eaton water bill marketing.

3.5 Bradbury Miller visits

Tony Brewer reported the dates for initial visits with the firm hired to conduct the Executive Director search, Bradbury Miller. Foundation Board members are invited to attend a review session with the firm.

4.0 ITEMS FOR INFORMATION/ACTION

4.1.6 Erie funding request (action)

Becki Laughlin, Children's Services Librarian at Erie Community Library presented Erie's request for funding for incentives for the 10 Year Birthday Extravaganza. Laughlin and the team at Erie would like to purchase 300 mugs to hand out as a thank you gift and to solicit input from patrons. Patrons will receive mugs in return for submitting input on Erie's upcoming remodel. The mugs will feature the Foundation logo. The estimated total cost for 300 mugs is \$1,200.

Vote: Unanimous approval

5.0 ADJOURNMENT 5:25 PM

HPLD Foundation Secretary/Treasurer
Kay Broderius

Recording Secretary
Abby Yeagle (compiled post meeting from
notes on behalf of Executive Assistant)