MISSION: Since its beginning in 1983, the Minnesota Library Foundation has sought to develop and improve library service in Minnesota. The strategies for accomplishing this mission have included awarding outreach and endowment grants and sponsoring special projects; both strategies emphasize community connectedness.

OUTREACH GRANTS: Since 1985, 70 outreach grants have been awarded to nonprofit libraries and library-related organizations throughout Minnesota. The requests have ranged in amounts from $150 to $2,500, with the average grant made being $1,000. All grants require that the grantee raise 1:1 matching funds.

To qualify for consideration, the proposed idea needs to demonstrate how the project stimulates and enhances cooperation between libraries and other organizations in the community.

EXAMPLES OF OUTREACH GRANT PROJECTS:

Minnesota Association of Library Friends (1989)
Developed and distributed a packet of information designed to stimulate community-wide literacy and learning activities during 1989, The Year of The Young Reader.

Carver County Library System (1988)
Worked with area literacy providers and local industries to develop collections of easy-to-read materials to be placed in the workplace for employees who are adult new readers.

Friends of Wadena City Library (1987)
Involved a community-wide planning committee to develop a toy-lending library.

Josephine Kretsch Library (A Chance to Grow) (1986)
Developed thematic kits on issues surrounding brain injury rehabilitation to lend to libraries, educators, social workers, and health educators.

ENDOWMENT GRANTS: Six public libraries have established endowment funds with matching grants from the Minnesota Library Foundation. The endowment fund provides an annual income, small at first, independent of an operating budget. Some of the techniques used to generate matching funds include:

- Memorials generated through a PR program.
- Direct mail to individuals and to businesses and civic organizations.
- One-to-one, in person, solicitations to foundations, businesses and individuals.
- Book sales.
- Dinners -- gourmet, spaghetti, and a Hawaiian night.
- Quilt raffles.
STATE OF MINNESOTA
OFFICE OF THE SECRETARY OF STATE
ARTICLES OF INCORPORATION
OF

Name of Corporation: Minnesota Library Foundation, Incorporated

We, the undersigned, for the purpose of forming a corporation under and pursuant to the provisions of Chapter 317 Minnesota Statutes, known as the Minnesota Nonprofit Corporation Act, do hereby associate ourselves together as a body corporate and adopt the following Articles of Incorporation.

ARTICLE I.

The name of this corporation shall be: Minnesota Library Foundation, Incorporated

ARTICLE II.

The purpose of this corporation shall be: to promote the development and to improve the service capabilities of school libraries/media centers, public libraries, academic libraries, non profit special libraries and information centers in Minnesota.

ARTICLE III.

This Corporation shall not afford pecuniary gain, incidentally or otherwise, to its members.

ARTICLE IV.

The period of duration of corporate existence of this corporation shall be: perpetual

Note: The duration may be perpetual or a specified number of years.

ARTICLE V.

The location, by city, town, or other community, of the registered office of this corporation in this state is: St. Paul, Minnesota

ARTICLE VI.

The name and address of each of the incorporators is:

Name Street or post office address
William G. Asp 1315 Bigrammea Road, St. Paul, MN 55116
Grieg Asjes 4324 Drew Avenue So., Minneapolis, MN 55410
Mary Birmingham 2224 Stinson Boulevard, Minneapolis, MN 55418
Raymond Birr Route 1, Box 159, Sauk Centre, MN 56378
Jack King Hamline University, St. Paul, MN 55104
Norvell D. Leitzke 1463 Hythe, St. Paul, MN 55108

Note: There must be at least one incorporator. All of the incorporators must sign the articles on the reverse side and the signatures must be acknowledged.

ARTICLE VII.

The names, address and terms of office of the first directors are:

Name Street or post office address Term
Grieg Asjes 4324 Drew Avenue So., Minneapolis, MN 55401 1/1/84 - 12/31/86
Mary Birmingham 2224 Stinson Boulevard, Minneapolis, MN 55418 1/1/84 - 12/31/84
Raymond Birr Route 1, Box 159, Sauk Centre, MN 56378 1/1/84 - 12/31/85
Jack King Hamline University, St. Paul, MN 55104 1/1/84 - 12/31/84
ARTICLE VIII.

The extent of personal liability, if any, of members for corporate obligations and the methods of enforcement and collection, are as follows:

none

ARTICLE IX.

The corporation (shall) (shall not) have capital stock.

Note: If capital stock is authorized, the number of shares and the par value, if any, of each share must be set forth above.

In Testimony Whereof, we have hereunto subscribed our names this 6th day of December, A.D. 1983.

William G. Asp
Mary Birmingham
Raymond Birr
Jack King
Nowell Leitke

STATE OF MINNESOTA

County of Ramsey

On this 6th day of December, 1983, personally appeared before me

William G. Asp
Mary Birmingham
Raymond Birr
Jack King
Nowell Leitke
to me known to be the persons named in and who executed the foregoing Articles of Incorporation, and each acknowledged this to be of their own free act and deed for the uses and purposes therein expressed.

DIRECTIONS

1. Type or print with dark black Ink.
2. Filing Fee is $15.00 (this includes the $10.00 filing fee and the $5.00 County Recorder fee). $40.00
3. Make checks payable to the Secretary of State.
4. Mail or bring completed form to:
   SECRETARY OF STATE
   CORPORATION DIVISION
   180 STATE OFFICE BUILDING
   ST. PAUL, MN 55155
5. Refer questions to: (612) 296-2803.
ARTICLES OF INCORPORATION

OF

Minnesota Library Association Foundation

We, the undersigned, for the purposes of forming a non-profit Corporation under Chapter 317A of Minnesota Statues, and all laws amendatory and supplementary thereof, hereby associate ourselves as a body corporate and adopt these Articles of Incorporation.

ARTICLE I

The name of the Corporation shall be the Minnesota Library Association Foundation.

ARTICLE II

This Corporation is organized and shall be operated exclusively for charitable purposes, all as contemplated and permitted by Sections 1709(c)(2) and 501(c)(3) of the Internal Revenue Code of 1954. Consistent with the foregoing and without limiting its generality, the purpose of this Corporation shall be to support libraries and library services throughout the State of Minnesota. Within this framework and limitations of the foregoing, this Corporation is organized and shall be operated exclusively to engage in, advance, support, promote, and administer charitable activities, causes, and projects of every kind and nature whatsoever in its own behalf or as the agent, trustee, or representative of others but only if and to the extent consistent with the foregoing purposes.

For such purposes, this Corporation shall have exercise only such powers as are required by and are consistent with the foregoing purposes, including the power to acquire and receive funds and property of every kind and nature whatsoever, whether by purchase, conveyance, lease, gift, grant, bequest, legacy, devise, or otherwise and whether in trust or otherwise, and to own, hold, expand, make gifts, grants, and contributions of, and to convey, transfer and dispose of any funds and property and the income therefrom in furtherance of the purposes of this Corporation hereinabove set forth, or any of them and to lease, mortgage, encumber, and the sue of same, and such other powers that are consistent with the foregoing purposes and that are afforded to this Corporation by the Minnesota Nonprofit Corporation Act and by any future laws amendatory thereof and supplementary thereto. Provided, however, that all such powers of the Corporation shall be exercised only so that the activities of the Corporation shall be exclusively within the contemplation of Section 170(c)(2) and 501(c)(3) of the Internal Revenue Code of 1954, and of Section 290.05 of the Minnesota Statutes shall not permit, and shall not be taken as permitting, this Corporation to have or exercise any power which is not within the contemplation of Section 170(c)(2) and 501(c)(3) of the Internal Code of 1954; and provided finally that this Corporation shall
not carry on any activity not permitted to be carried on by a Corporation that is exempt from federal income taxes under Section 509(a) of the Internal Revenue Code of 1954 as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954 or by a Corporation that is described in, and contributions to which are deductible for federal income tax purposes under Section 170(c)(2) of the Internal Revenue code of 1954.

All actions of the corporation shall be in compliance with all applicable Equal Opportunity and Affirmative Action laws as they are presently or may be hereinafter adopted. The Corporation shall engage in no activity which discriminates against or harasses any person because of race, color, creed, religion, national origin, sex, disability, age, marital status, or status with regard to public assistance.

**ARTICLE III**

This Corporation is organized as a non-profit organization. The Corporation shall pay no dividends or other pecuniary gain, directly or indirectly, to its members, directors, or officers, as such, nor shall any part of the net earnings of the Corporation inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable expenses and reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof. No substantial part of the activities of this Corporation shall constitute the carrying on of propaganda or attempting to influence legislation and the Corporation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office, nor shall the Corporation engage in any transaction or carry on any activity which is not permitted to be carried on by a Corporation exempt from Federal income tax under Section 501(c)(3) and 509(a) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or by a Corporation, contributions to which are deductible under Sections 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

**ARTICLE IV**

The duration of this Corporation shall be perpetual.

**ARTICLE V**

The registered office of this Corporation shall be 1619 Dayton Avenue, Suite 314, St. Paul, Minnesota 55104.

**ARTICLE VI**
The following persons constitute the incorporators who are forming the Corporation:

Linda DeBeau-Melting       Barbara Jauquet-Kalonski
Robert Rohlf               Mary Parker
Mark Ranum                 Lucy Lowry

ARTICLE VII

The membership of this Corporation shall consist of the elected members of its Board of Directors.

ARTICLE VIII

The management of direction of the business and affairs of this Corporation shall be vested in a Board of Directors. The number, qualifications, term of offices, method of election, powers, authority, and duties of the Directors of this Corporation, the time and place of their meeting, and such other provisions with respect to them as are not inconsistent with the express provision of these Articles of Incorporation shall be specified in the Bylaws of this Corporation.

The names and addresses of the members of the first Board of Directors of this Corporation are:

Linda DeBeau-Melting, University of Minnesota, 499 Wilson Library, 309 19th Avenue South, Minneapolis, MN 55455
Barbara Jauquet-Kalinoski, Northwest Regional Library, 101 E. First, PO Box 593, Thief River Falls, MN 56701
Robert Rohlf, Professional Library Consultants, 4831 Penn Avenue South, Minneapolis, MN 55409
Mary Parker, MINITEX, 2833 Dorman Avenue, Minneapolis, MN 55406
Mark Ranum, East Central Regional Library, 244 South Birch, Cambridge, MN 55008
Lucy Lowry, SMILE, P.O. Box 3031, Mankato, MN 56001

The term of office of each such members of the first Board of Directors shall be until the annual meeting in the year 1996, or until such Director's successor shall have been elected or otherwise shall qualify.

ARTICLE IX

No Director, Officer, or Member of this Corporation shall have any personal liability for any debt or obligation of the Corporation.
ARTICLE X

The Corporation shall have no capital stock, either authorized or issued.

ARTICLE XI

The Board of Directors of this Corporation may from time to time make, alter, amend, or rescind all or any part of these Articles of Incorporation in any manner now or hereafter prescribed in Minnesota statutes governing non-profit corporations. Such action shall require the affirmative vote of two-thirds of all the Directors at a respective Special Meeting called for that purpose as prescribed in the Corporation's Bylaws.

ARTICLE XII

The Board of Directors of this Corporation may dissolve the Corporation or sell, lease, exchange, mortgage, encumber or dispose of all, or substantially all of the assets and property of the Corporation including its good will, when authorized at a Special Meeting of Directors. Such action shall require the affirmative vote of two-thirds of all the Directors at a respective Special Meeting called for that purpose as prescribed in the Corporation's Bylaws.

ARTICLE XIII

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all the just debts and obligations of the Corporation, and all costs and expenses incurred by the Corporation in connection with such dissolution, dispose of all of the remaining assets of the Corporation exclusively for the continuation and betterment of libraries and library workers, in accordance with the following hierarchy of options:

(1) if possible, the first option shall be to gift the remaining assets to the Minnesota Library Association Program Fund held by the Minnesota Foundation; or, if not possible, then:

(2) the second option shall be to gift the remaining assets with the foregoing restrictions as to its use, to one or more organizations described in Section 170(c)(2) and 501(c)(3), and as shall at the time qualify as an exempt organization in Section 501(c)(3) and 509(a) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine and in accordance with the applicable laws of the State of Minnesota.
BY-LAWS OF THE MINNESOTA LIBRARY FOUNDATION, INC.

Adopted February 8, 1984

Article I - General Purpose

Section 1. The purpose of this corporation shall be to promote the development and to improve the service capabilities of school libraries/media centers, public libraries, academic libraries, non-profit special libraries and information centers in Minnesota. The Corporation may work with government agencies, individuals, libraries or information centers, and library or information service organizations.

Article II - Office Location

Section 1. The office of the Corporation for the transaction of its business shall be located at the Office of Library Development and Services, St. Paul, Minnesota.

Article III - Directors

Section 1. The members of the Corporation may be and do constitute the Board of Directors. The Corporation shall have no fewer than six Directors, all of whom shall be resident of Minnesota, and collectively they shall be known as the Board of Directors.

Section 2. Directors shall be elected for 3-year terms by the Board of Directors at the annual meeting. Each Director shall cast one vote by secret ballot for each open position on the Board. Candidates receiving the highest number of votes up to the number of Directors to be elected shall be elected. Each Director shall hold office until his or her successor is elected.
Section 3. Vacancies caused by death, resignation or removal of a Director, or by an amendment of the Articles of Incorporation or these By-Laws shall be filled by a majority vote of the remaining Directors. A Director may be removed, with or without cause, from the Board by a two-thirds vote of the Board at any meeting, provided that written notification of the meeting and its intention is given each Director ten (10) working days in advance.

Section 4. A person elected to fill a vacancy as provided in this section shall hold office until the next annual election of the Board of Directors.

Section 5. The Director of the Office of Library Development and Services shall be an ex-officio member of the Board of Directors without a vote.

Section 6. Directors shall not receive any stated salaries for their services, but by resolution of the board of directors expenses of attendance, if any, may be allowed for attendance at such regular or special meeting of the board.

Section 7. The board of directors shall have the power to appoint any person or persons to act and hold in trust for the corporation any property belonging to the corporation or in which it is interested, or for any other purposes, and to perform all such duties and responsibilities as may be requisite in relation to any such trust providing it is not inconsistent with the purposes of the corporation.

Section 8. The Directors shall exercise the powers of the Corporation, control its property, and conduct its affairs. The Directors shall establish a formal system of recommendations for carrying out the general programs of the Corporation.
Article IV - Officers

Section 1. The Corporation shall elect a President, Vice-President, a Secretary and a Treasurer at the annual meeting. Their terms of office shall be for one year, or until their successors are elected.

Section 2. Officers may be removed from office (but not from membership on the Board of Directors) with or without cause by a two-thirds vote of the entire Board at any meeting, provided that a written notification of the meeting and its intention is given each Director ten (10) working days in advance.

Section 3. The President shall preside at all meetings of the Corporation and have responsibility for general supervision of its activities. He or she shall, in the name of the Corporation, execute contracts, checks or other instruments authorized by the Board of Directors.

Section 4. In the absence of the President, or in the event of his or her inability to act, the Vice-President shall perform all the duties of the President, and when so acting have all the powers of the President.

Section 5. The Secretary shall give notice of all meetings, and shall maintain a permanent set of minutes of all meetings.

Section 6. The Treasurer shall receive, and give receipt for, monies payable to the corporation from any source whatsoever. The Treasurer shall disburse or cause to be disbursed the funds of the corporation as may be directed by the Board of Directors. The Treasurer shall keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts and disbursements. The Treasurer shall provide such financial reports as the Board of Directors shall determine, and shall make provision for an independent annual audit.
Article V - Committees

Section 1. The Board of Directors may, by majority vote of its members, designate three (3) or more of its members to constitute an Executive Committee and delegate to such Committee any of the power and authority of the Board in the management of the corporation except the power to adopt, amend or repeal the Bylaws, and the power to remove officers or directors.

Section 2. The Directors shall establish a nominating committee comprised of not less than two (2) of its members.

Section 3. The Corporation shall have such Standing and Ad Hoc Committees as may be designated by the Board of Directors.

Article VI - Execution of Instruments

Section 1. The Board of Directors may authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of the Corporation, and such authority may be general or confined to specific instances.

Section 2. Except as otherwise specifically determined by the Board of Directors, checks, drafts, orders for payment of money, and other evidence of indebtedness of the Corporation shall be signed by at least two officers of the Board of Directors.

Section 3. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies, foundations, or other depositories as the Board of Directors may select.
Article VII - Gifts
Section 1. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

Article VIII - Amendment of By-Laws and Articles of Incorporation
Section 1. By a vote of two-thirds of its members, the Board may amend the Articles of Incorporation or the Bylaws at any meeting, provided that written notice of such meeting and of the intended changes to the Articles of Incorporation or the By-laws is given each Director at least ten working days in advance.

Article IX - Regular and Annual Meetings
Section 1. A quorum shall consist of five members of the Board of Directors, one of whom shall be an officer.

Section 2. Regular meetings of the Board of Directors shall be held at least four times a year.

Section 3. The annual meeting shall be held in the first quarter of the calendar year at the time and place selected by the Directors. The annual meeting shall include written reports by the officers.

Section 4. Conduct of the meeting shall be governed by Roberts Rule of Order.

Article X - Fiscal Year
Section 1. The fiscal year of the Corporation shall begin on the first day of January and shall end the last day of December.

Adopted February 7, 1984

Jack King
President

Evelyn Nordley
Vice-President

Grieg Aspnes

Nancy B. Harris
AMENDMENTS TO BYLAWS:

ARTICLE III, section 2: 9/30/88

MOTION: Upon motion made by Terry Stone and duly seconded, the Board voted to approve the following addition to Article III, section 2:

A Director may serve for a maximum of two consecutive terms. A former director will be eligible for re-election after at least one year's absence from the Board.

ARTICLE III, section 5: 6/6/85

On motion, duly seconded, the following resolution was approved, unanimously:

RESOLVED that the Bylaws of the Minnesota Library Foundation, Inc., Article III, Section 5, be changed to read:

The Director of the Office of Library Development and Services shall be an ex-officio member of the Board of Directors with a vote.

ARTICLE VI, section 2: 2/8/85

On motion, duly seconded, the following resolution was approved unanimously:

RESOLVED that Article VI, Execution of Instruments, Section 2, of the Bylaws of the Minnesota Library Foundation, shall read as follows:

Except as otherwise specifically determined by the Board of Directors, checks, drafts, orders for payment of money, and other evidence of indebtedness of the Corporation shall be signed by any officer of the Board and Foundation, and the Foundation's Secretary, except where the sum is $5,000 or more, in which case two signatures shall be required.
ATTACHMENT TO ARTICLES OF INCORPORATION

ARTICLE X

Legislative or Political Activities. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE XI

Dissolution Clause. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII

Finances. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
BYLAWS
OF
Minnesota Library Association Foundation

ARTICLE I

MISSION

The mission of the Minnesota Library Association Foundation shall be to benefit the community by raising, managing, and distributing funds to enhance the services of Minnesota libraries and increase public awareness of library services and service providers.

ARTICLE II

OFFICES

The principal office of this Corporation shall be located at 1619 Dayton Avenue, Suite 314, St. Paul, MN 55104. The Corporation may have other offices, either within or without the city of St. Paul, Minnesota as the Board of Directors may from time to time determine.

The Corporation shall have and continuously maintain in St. Paul, Minnesota, a registered office. The registered office may be but need not be identical with the principal office in said city and shall be set forth in the Articles of Incorporation.

ARTICLE III

MEMBERSHIP

The voting membership of the Corporation shall consist solely of the elected members of its Board of Directors. The terms of the members of this Corporation shall be concurrent with their membership on said Board and no member may voluntarily or involuntarily transfer membership, certificate or membership, or any right arising therefrom.
ARTICLE IV

BOARD OF DIRECTORS

Section I. General Powers

The business of the Corporation shall be managed by the Board of Directors which may exercise all such powers of the Corporation and do all such lawful acts and things as are not by statute or by the Articles of Incorporation or by these Bylaws prohibited.

Section II. Number and Terms of Office

The number of Directors which shall constitute the first Board of Directors shall be not fewer than five (5) and not more than twelve (12). Thereafter, the number of Directors which shall constitute the whole Board shall be not less than twelve (12) nor more than fifteen (15). The property, affairs, concerns, directions and business of the Corporation shall be vested in, and managed at the discretion of the Board of Directors.

The Board of Directors shall pursue such policies and principles as shall be in accordance with the previous Articles of Incorporation, these Bylaws and the statutes of the State of Minnesota.

All voting power in the Corporation shall be vested in the Board of Directors. Each director shall have one vote in all matters requiring the action or vote of the Board of Directors and voting shall not be cumulative.

The term of office of the first Board of Directors shall be through the first annual meeting of Directors in the year 1997. Thereafter, the Directors shall be divided into three classes, as nearly equal in number as may be. The term of office of those Directors of the first class shall expire at the annual meeting of the Board of Directors in the year 1998, and such Directors shall be referred to as the class of 1998; and the term of office of those Directors of the second class shall be referred to as the class of 1999, and the term of office of those Directors of the third class shall expire at the annual meeting of the Board of Directors in the year 2000, and such Directors shall be referred to as the class of 2000. Upon expiration of the terms of office of the Directors as classified above, their successors shall be elected for the term of shall be three years. The term of office for individual directors is staggered so that approximately one-third of the number of Directors of the Corporation shall be elected annually. Each class of Directors shall be referred to by the year in which its term expires. Each Director shall hold office for the term indicated or until his or her successor shall have been elected and qualified.

Any Director may be elected for up to two consecutive three-year terms. A Director elected to fill a vacancy shall not be considered to have served a three-year term and shall be eligible to two consecutive three-year terms upon the expiration of the vacated
term to which elected. Any Director having served two consecutive three-year terms shall again become eligible for re-election after an absence from the Board for one year.

Section III. Election of Directors

The Directors shall be elected by a vote of the Board of Directors at their annual meeting or at any special meeting called for such a purpose from a slate of nominations made by the Nominating Committee. An individual member may give nominations to the Nominating Committee thirty days prior to sixty days before the election to fill a Directorship which is vacant or will be vacated. Vacancies in the Board of Directors shall be filled for the remainder of the vacated term by vote of the majority of the remaining Directors, through less than quorum.

Section IV. Resignation and Removal

Any Director of the Corporation may resign at any time by giving written notice to the Secretary of the Corporation. Such resignation shall take effect on the date of the receipt or at any later time specified in the resignation, and unless otherwise specified in the resignation, the acceptance of such resignation shall not be necessary to make it effective. Any Director may be removed with or without cause, by the affirmative vote two-thirds of the Directors entitled to vote at an election of Directors or at any special meeting thereof.

Section V. Nominating Committee

There shall be a Nominating Committee appointed by the President of the Board of Directors, comprised of three Directors, plus two persons who shall not be Directors or employees of the Corporation. The term of each member shall be for the shorter of one year or the period ending on the date of the annual meeting of members immediately following his or her appointment. The members of said Nominating Committee shall, by majority vote, nominate persons for vacated directorships, and directorships which shall be vacated at the annual meeting of members next following their appointment. The Nominating Committee shall carry on such duties as specified by the Board of Directors. Any Director may suggest names of prospective Board members to the Nominating Committee at least thirty days prior to the date names must be submitted for the election. Nominations shall be presented by the Nominating Committee to the entire Board of Directors prior to thirty-five days before election to fill such office or directorship.

Those members of the Nominating Committee who are also Directors of the Corporation shall also nominate persons for vacated offices, and for offices which will be vacated at the Annual Meeting of Directors next following. For said purpose, members of the Nominating Committee who are not also Directors of the Corporation shall have no vote.

Section VI. Limitation on Number of Terms
Any Director may be elected for up to two consecutive three-year terms. A Director elected to fill a vacancy shall not be considered to have served a three-year term and shall be eligible for two consecutive three-year terms upon the expiration of the vacated term to which elected. Any Director having served two consecutive three-year terms shall again become eligible for re-election after an absence from the Board for one year.

ARTICLE V

OFFICERS

Section I. Election and Term of Office

The Officers of the Board shall be elected for a term of one year or as specified by the Board of Directors. The Election of Officers shall be held at the annual meeting of the Board of Directors by vote on a slate of nominations provided by the Nominating Committee. New offices may be created and filled at any meeting of the Board of Directors. Each Officer shall hold office until the Officer's successor shall have been duly elected and shall have qualified.

Section II. Resignations, Removal, and Vacancies

Any Officer elected or appointed by the Board of Directors may be removed with or without cause at any time by the affirmative vote of the majority of the Board of Directors. Any Officer may resign at any time by giving written notice to the President or the Secretary of the Corporation. Any vacancy occurring in any office of the Corporation shall be filled by the Board of Directors.

Section III. The President: Powers and Duties

The President shall be the Chief Executive Officer of the Corporation, shall preside at all meetings of the Members and meeting of the Board of Directors, and shall have general and active management of the business of the Corporation, and shall see that all orders and resolutions of the Board of Directors are carried into effect.

Section IV. The Vice President: Power and Duties

The Vice President shall in the absence or disability of the President, perform the duties and exercise the powers of the President, and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

Section V. The Secretary: Powers and Duties

The Secretary shall attend all meetings of the Board of Directors and all meetings of the Members and record the proceeding of meeting of the Members and of the Board of Directors in a book to be kept for that purpose and shall perform like duties for standing
Committees when required. The Secretary shall give, or cause to be given notice of all meetings of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or the President, under whose supervision the Secretary shall be.
Section VI. The Treasurer: Powers and Duties

The Treasurer shall have the custody of the Corporation funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation and such depositories as may be designated by the Board of Directors.

The Treasurer shall disperse such funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the President and to the Board of Directors as required an account of all his or her transactions as Treasurer and of the financial condition of the Corporation.

The Treasurer, if required by the Board of Directors, shall give the Corporation a bond which shall be kept constantly in force in the sum and with such security or sureties as shall be satisfactory to the Board of Directors for faithful performance of the duties of his or her office, and for the restoration to the Corporation in the case of his or her death, resignation, retirement, or removal of office, of all books, papers, vouchers, money, and other property of whatever kind in his or her possession or under his or her control belonging to the Corporation.

In accordance with Minnesota State Law, the Treasurer shall cause an independent audit of books of the Corporation to be conducted by a Certified Public Accountant chosen by the Board of Directors for that purpose.

ARTICLE VI

MEETING OF DIRECTORS

Section 1. Place of Meetings

The Board of Directors of the Corporation may hold meetings, both regular and special, either within or without the State of Minnesota at such place as a majority of the members of the Board may from time to time appoint.

Section II. Annual Meetings of Directors

An annual meeting of the Directors for the purpose of electing Directors and Officers shall be held within 120 days of the close of the Corporation's fiscal year. Notice of such meeting need not be given. Such meeting may be held at any time or place which shall be specified in a notice, as hereinafter provided for special meeting of the Board of Directors, or such meeting may be dispensed with and the election of Officers and any other business may be handled pursuant to provisions of these Bylaws which provide for action without meetings.
Section III.  Regular Meetings

Regular meetings of the Board of Directors may be held without notice at such a time and at such place as shall from time to time be determined by the Board. At a minimum, the Board shall be required to meet at least once in each calendar quarter.

Section IV.  Special Meetings

Special meetings of the Board may be called by the President on five days notice to each Director, either personally or by mail or by phone call or by email; special meetings shall be called by the President or the Secretary in a like manner and on a like notice on the written request of three or more Directors. Every such notice shall state the time and place of meeting and the purpose of the meeting. No business other than that stated in the notice shall be transacted at said meeting without the unanimous consent of the Board of Directors.

Section V.  Quorum

At all meetings of the Board of Directors a majority of Directors shall constitute a quorum for the transaction of business and the act of the majority of Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may otherwise specifically be provided by statute or by the Articles of Incorporation. If a quorum shall not be present at any meeting of the Board of Directors, the Directors present may adjourn the meeting from time to time without notice other than announcement at the meeting until a quorum shall be present. If a quorum is present at the call of the meeting, The Directors may continue to transact business notwithstanding the withdrawal of enough Directors to leave less than a quorum.

Section VI.  Organization of Meetings

At all meetings of the Board of Directors, the President or in the President’s absence any person appointed by the President shall act as Chairperson and the Secretary or in the Secretary’s absence any person appointed by the Chairperson shall act as Secretary. Robert’s Rules of Order shall govern the conduct of business at all Board meetings.

Section VII.  Action without Meeting

Unless otherwise restricted by the Articles of Incorporation or these Bylaws, any action required or permitted to be taken at any meeting of the Board of Directors or of any Committees thereof may be taken without a meeting if a written consent thereof is signed by all members of the Board or of such Committees as the case may be, and such written consent is filed with the minutes of the proceedings of the Board of Directors. Such action shall be effective on the date on which the last signature is placed on the writing or writings or such early effective date as set forth therein.
ARTICLE VII

COMMITTEES

Section I. Executive Committee

A. Membership

An Executive Committee of four (4) six-(6) persons shall consist of the Corporation's officers. During the interval between meetings of the Board, the Executive Committee shall advise and aid the officers of the Board in all matters concerning it. The Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors. All decisions by the Executive Committee shall be brought to the Board of Directors for ratification at its next meeting.

Section II. Other Committees

Appointment

A. Other Committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be appointed in such manner as may be designated by resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee need not be Directors of the Corporation, and the President of the Corporation shall appoint the members thereof, and may remove any such member whenever in his or her judgment the best interest of the Corporation shall be served by such removal.

B. Chairs.

One member of each committee shall be appointed Chair by the President except as otherwise provided in these Bylaws. Committee chairs must be members of the Board of Directors.

C. Vacancies.

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

D. Quorum.

Unless otherwise provided by resolution of the Board of Directors, designating a committee, a majority of the whole committee shall constitute a quorum and the
act of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

ARTICLE VIII

COMPENSATION, CONFLICTS OF INTEREST

By resolution of the Board of Directors, each Director may be paid expenses, if any, of attendance at meetings of the Board of Directors. No Director, however, shall be paid a salary, stipend, honorarium, or any other compensation for service as a Director. Likewise, any member of a standing or ad hoc Committee may be allowed, pursuant to resolution, to be reimbursed for expenses incurred in attendance at meetings.

All Directors of the Corporation, members of Committees of the Board of Directors, and employees of the Corporation shall refrain from any action which constitutes a conflict of interest regarding their service to the Corporation. The Corporation does not afford pecuniary gain, directly, incidentally, or otherwise to its Directors, members of Committees of the Board of Directors or its employees other than their Board-authorized compensation.

ARTICLE IX

SEAL

The corporation shall have no seal.

ARTICLE X

INDEMNIFICATION

Each Director, Officer, agent or employee, whether or not then in office, shall be indemnified by the Corporation against all costs and expenses reasonably incurred by or imposed upon him or her in connection with or rising out of any threatened or real action, suit, or proceeding whether civil, criminal, administrative, or investigative, in which he or she may be involved by reason of his or her being or having been a Director, Officer, agent or employee of the Corporation. Such expenses to include reasonable cost of attorney’s fees, the cost of reasonable settlement other than amounts paid by the Corporation itself and made with a view to curtailment of costs of litigation. The Corporation shall not, however, indemnify any Director, Officer, agent, or employee with respect to matters as to which he or she shall have been finally adjudged in any such action, suit or proceeding to have been derelict in the performance of his or her duty as such Director, Officer, agent or employee nor in respect to any matter on which any settlement or compromise is effected, if the total expense, including the cost of such settlement, shall substantially exceed the expense which might reasonably be
incurred by such Director, officer, agent or employee in conducting such litigation to final conclusion. The Corporation shall not pay indemnification hereunder without prior court approval in the event the same may be required by the laws of the State of Minnesota. The foregoing right of indemnification shall not be exclusive of other rights to which any Director, Officer, agent or employee may be entitled as a matter of law or under bylaw, agreement, vote of Directors, or otherwise, and shall not be deemed a limitation upon the powers granted to the Corporation generally by said laws of the State of Minnesota. With respect to the person who is or was serving as a Director, officer, agent or employee of another corporation, partnership, joint venture, trust, or other enterprise, the indemnification provided for herein shall apply only to the extent such person is not indemnified by other corporations, partnerships, joint ventures, trusts or other enterprises.

ARTICLE XI

CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section I. Contracts

The Board of Directors may authorize any officer or officers, agent or agents, of the Board of Directors and of the Corporation, other than the officers so authorized by these Bylaws to enter into contract or execute and deliver any instrument in the name of and in behalf of the Corporation.

Section II. Checks, Drafts, Etc.

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall be from time to time determined by resolution of the Board of Directors.

Section III. Gifts

The Board of Directors may accept or reject on behalf of the Corporation any contribution, grant, gift, bequest or devise for the general purpose or for any special purpose of the Corporation.
ARTICLE XII

BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors, Members, and any Committees having any of the authority of the Board of Directors or Members and shall keep at its registered or principal office a record giving names, addresses, and telephone numbers of the members, and directors.

ARTICLE XIII

FISCAL YEAR

The fiscal year of this Corporation shall end on December 31 of every year, or as otherwise determined by the Board of Directors.

ARTICLE XIV

WAIVER OF NOTICE

Whenever any notice is required to be given under the provision of the Minnesota Non-Profit Corporation Act or under the provision of the Articles of Incorporation or the Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice whether before or after the time of the event to which such notice would have pertained shall be deemed equivalent to the giving of such notice.

ARTICLE XV

AMENDMENT

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the affirmative vote of two-thirds of the Board of Directors eligible to vote at any regular, or special meeting called for that purpose at which a quorum of the Directors is present and with respect to which notice of intention to alter, amend, repeal, or adopt new Bylaws at such meeting has been given. The notice shall specify the type of change proposed.

Adopted by the Minnesota Library Association Foundation
Board of Directors, January 26, 1996
MINNESOTA LIBRARY FOUNDATION 1989 BOARD OF DIRECTORS

Jack B. King, President
Bush Memorial Library, Hamline University

Evelyn M. Nordley, Vice-president
Minnesota Association of Library Friends

Grieg G. Aspnes, Secretary
Retired, Cargill, Inc.

Terence F. Stone, Treasurer
Region Nine Development Commission

Mary T. Birmingham
Metronet

Jack Cole
Retired, YMCA
Hennepin County Library Board
Metronet Governing Board
MELSA Governing Board

Edith A. Meissner
Saint Paul Foundation
Metronet Governing Board
MELSA Governing Board

Frances H. Naftalin
Minneapolis Public Library Board

Marilyn H. O'Brien
Kitchigami Regional Library

Janet K. Schroeder
Duluth Public Library

William G. Asp, Ex officio
Office of Library Development and Services, Minnesota Department of Education

Nowell Leitzke, Ex officio
Office of Library Development and Services, Minnesota Department of Education

All directors serve in a voluntary capacity; they are not compensated for their services.
MINNESOTA LIBRARY FOUNDATION 1990
BOARD OF DIRECTORS

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507-387-5643 work

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612-690-1854 home

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Office of Library Development and Services
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MINNESOTA LIBRARY FOUNDATION 1990

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Executive Director
Minnesota Library Foundation
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612-489-3330 home

Claire McInerney
Independent Contractor for
Pre-WHCLIS Special Project
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MEMORANDUM

TO: Terry Stone, President
FROM: Sherry Lampman
RE: New administrative arrangements for the Minnesota Library Foundation

After much research and deliberation, I finally have a proposal for the Executive Committee to consider for my continuing in the Minnesota Library Foundation's Executive Director position.

As you know, my employment at the College of St. Thomas ends July 31. My position at the College has been supported by two funds: 1) a Minnesota Library Foundation administration fund for the half-time Executive Director function; and 2) a Minnesota Library Foundation fund for the half-time CALL function (made possible by the $20,000 Dayton Hudson Foundation grant).

What I plan to do this week is to move the Minnesota Library Foundation files and all my accompanying materials to an office in my home. Last Friday I mailed an application for a Minnesota tax identification number to enable the Executive Director to be an official employee of the Minnesota Library Foundation. I have also requested the information necessary to get worker's compensation insurance, a necessity for any employee.

These steps will take care of the "transition" out of the College of St. Thomas. I want the Board of Directors to understand, however, that right now I am considering the "office at home" idea as temporary. I'm promising that situation only through October 15. During that time, both the Board and I can assess whether or not that seems to be working.

As we discussed some time ago, health insurance for me and my family is a major concern. Since my husband's firm does not offer health insurance, we are dependent on my obtaining coverage under a group policy. I intend to continue my coverage under St. Thomas' group policy at a cost of approximately $258 per month. I am hopeful that the Minnesota Library Foundation will reimburse me for this cost, considering there will be no other benefits.

In detail, I see the Foundation's costs to be approximately the following:

**Salary:** Right now I'm paid at a rate of $26,000 per year, which is $500 per week or $12.50 per hour. I'll continue at this salary through October 15. Just for bookkeeping sake, I'd propose being paid every two weeks.

**FICA:** An employer is responsible for paying approximately 7% of an employee's salary for Social Security.
July 30, 1990
Page two

Worker's Compensation: Though I don't have an exact figure, American Family gave me a quote of about $276 per year. This is required for each employee and is based on kind of job and salary.

Health Insurance: I'd hope the Foundation will reimburse me for my health insurance coverage through St. Thomas at $258 per month.

Office space, equipment, and phone: I believe fair compensation for space in my home, use of office furniture and equipment including computer, printer, and typewriter, and monthly phone service (I'll have a separate phone line installed) would be $130. I would expect to be reimbursed for specific Minnesota Library Foundation long-distance charges.

Other Foundation costs: As has always been the situation, the Foundation will also incur expenses for photocopying, postage, membership dues, supplies, etc., as listed in the budget.

I think I've covered all the expenses the Foundation can anticipate. I'd really like to help the Minnesota Library Foundation develop into a financially-sound organization and help develop some new programs. You know that I'm committed to libraries. Please let me know if you think these arrangements are acceptable and if there are other things which I may have neglected to cover. Thanks.
MLA Foundation
Board of Directors

Proposed New Members
11/06

Invited

Melissa Brechon, Librarian
Nancy Hegdahl, Community Member, Headwaters Group
Don Kelsey, Retired Librarian
Marlene Moulton Janssen, Librarian
Lars Steltzner, Librarian
Kate Seng, Community Member
Susan Woodwick, Librarian
Kimberly Clark, Librarian, University of Minnesota
Chad Lubbers, Librarian, Washington County Library
Amy Wowra, Librarian, Washington County Library

To Invite (ideas)

William Coughlan, Coughlan Companies, Mankato
(Recommended by Tim Hayes, Director, Blue Earth County Library)

Norton Stillman, Nodin Press, Minneapolis

Authors
Mag Publishers
Humanities Comm.

11/15/06
2007
MLA Foundation
Board of Directors

Melissa Brechon
Director
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Term Ends: 2008

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1/19/07
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2/11/09
2009 MLF Board of Directors
Revised 5/14/09

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Term Ends 2009
MLF Board of Directors Roster
5/2012

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MINNESOTA LIBRARY FOUNDATION

Board of Directors

Minutes of the meeting March 29, 1990, held at the Bakken Electronic Library, 3537 Zenith avenue south, Minneapolis, Mn.

Present: Jack King, president
Evy Nordley, vice-president
Grieg Aspnes, secretary
Bill Asp

Mary Birmingham
Jack Cole
Edie Meissner
Frances Naftalin
Marlys O'Brien

Also present: Director nominees: Carolyn Stanson, Rosemary Murphy;
Sherry Lampman, executive director; Marilyn Kerns, College of St. Thomas

At 3:15 p.m. President King called the meeting to order.

MINUTES OF THE PREVIOUS MEETING

MOTION Upon motion made by Evy Nordley and duly seconded, the Board voted to approve the minutes of the February 28, 1990 meeting as distributed, with the following changes:

Page 2, paragraph 1, sentence beginning 'Minnesota Public Radio (MPR) has promised...''should read

'Minnesota Public Radio's Philip Platt is helping with fund raising.'

Page 2, paragraph 1, sentence beginning 'Dayton-Hudson Foundation is willing...'' should read

'Dayton-Hudson Foundation is interested in some MLF projects.'

Page 2, final paragraph, MOTION should read

'...the Board approved a grant of $2,360 to the DEAFNESS EDUCATION ADVOCACY FOUNDATION...'

FINANCIAL REPORT

Sherry Lampman distributed copies of the financial report for the year 1989 and led discussion of the details.

MOTION Upon motion made by Mary Birmingham and duly seconded, the Board voted to receive the financial report for 1989 as submitted.

EXECUTIVE DIRECTOR'S REPORT

Sherry will send a summary report to all Board members of these activities.

1
WHOLIS PLANNING COMMITTEE

Bill Asp, Jack Cole and Mary Birmingham reviewed recent developments in the plans for the Minnesota Governor's Pre-White Conference on Library and Information Services, to be held in Minneapolis Sept. 15-17, 1990.

RETIRING BOARD MEMBERS

President King presented words of commendation and respect to the Board Members whose terms expire as of the 1990 annual meeting:

Grieg Aspnes, Evy Nordley, Marlys O'Brien, Jan Schroeder

ELECTION OF 1990 OFFICERS

MOTION Upon motion made by Bill Asp and duly seconded, the Board by unanimous vote elected the following officers, each for a term of one year:

President: Terence Stone
Vice-President: Jack Cole
Treasurer: Jack King
Secretary: Jack King

ELECTION OF BOARD MEMBERS

MOTION Upon motion made by Edie Meissner and duly seconded, the Board elected by unanimous voice vote the following as Board members, their terms to expire with the annual meeting of 1993:

Erma McGuire, Rosemary Murphy, Sandra Scott, Zella Shannon, Carolyn Stanson.

Jack King introduced Marilyn Kerns, director of Community Education at the College of St. Thomas, who thanked the Minnesota Library Foundation for its support of the CALL program and commended Sherry Lampman for her excellent management of the project.

NEW BUSINESS

Various dates and places for the April and May meetings of the Board were suggested and discussed, but no decisions were made.

Edie Meissner made an informal motion of commendation to Sherry Lampman for her outstanding work during the past year as Executive Director of the MLF. The motion was met with acclamatory approval.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Grieg Aspnes
AGENDA

For a meeting of the Board of Directors of the Minnesota Library Foundation to be held on Thursday, May 24, 1990, at 2:00 P.M. at the Bush Library of Hamline University, St. Paul.

Minutes
• Minutes of the March 29, 1990, meeting are enclosed for your review.

Financial Report
• A financial report for the first quarter of 1990 will be distributed.
• Acceptance and approval of the 1989 tax report will be requested.
• A resolution allowing expenditure of funds raised for Pre-WHCLIS will be requested.

Executive Director's Report
• A report of MLF and CALL activities for April and May will be presented.

Final Grant Reports
• Enclosed for your review are summaries of final grant reports. Your acceptance of these reports will be requested for:
  • Grant 7-87 to South Saint Paul Public Library.
  • Grant 14-87 to Central America Resource Center.
  • Grant 7-88 to Lake Agassiz Regional Library
  • Grant 5-89 to Minnesota Valley Regional Library.
  • Grant 6-89 to Pioneerland Library System.

Pre-WHCLIS Fundraising
• An update on fundraising efforts will be presented.

Logistics for the Minnesota Library Foundation beyond July

New Business
• Please think about your preference for a regular meeting time.

PRESENT: Bill Asp, Mary Birmingham, Jack King, Sherry Lampman, Erma McGuire, Rosemary Murphy, Francis Naftalin, Sandra Scott, Zella Shannon, Carol Stanson, Terry Stone.

"Spotlight on" reports: Bill Asp presented a report on the work of the Office of Library Development and Services. Jack Cole and Terry Stone presented reports about their work, their interest in libraries, and their interest in the work of the Foundation.

The minutes of June 14, 1990, were approved.

The Executive Director presented an informal financial report for the information of the Board. She also presented a report on Foundation and CALL activities.

The Board approved a motion to accept the following Final Grant Reports.

- Metronet for Grant #7-87.
- Grand Rapids Public Library for Grant #11-87.
- Duluth Public Library for Grant #6-88.

Executive Director reported on the pre-WHCLIS fund raising and a status report on hiring a Special Project Coordinator.

NEW BUSINESS:

The President appointed Mary Birmingham, Erma McGuire, and Rosemary Murphy to a Foundation Newsletter Committee. The President charged the committee with the task of creating a newsletter which would provide publicity for the Foundation.

The President appointed Jack King, Sandra Scott, and Carol Stanson to a Foundation Development Committee. The President charged the committee with the task of working with the Executive Director on the identification of potential donors.

The President assigned the Executive Committee the task of approving final office selection and making the Executive Director an employee of the Minnesota Library Foundation.

Spotlight Reports will be received from Jack King and Sherry Lampman at the next Board meeting.

THE NEXT MEETING OF THE FOUNDATION WILL BE AT 2PM, THURSDAY, AUGUST 16 IN THE BUSH LIBRARY CONFERENCE ROOM, HAMLINE UNIV.

The meeting adjourned at 4:10pm.

Respectfully submitted,

Jack King
Secretary
MINUTES OF THE MINNESOTA LIBRARY FOUNDATION

August 23, 1990

PRESENT: Zella Shannon, Erma McGuire, Carolyn Stanson, Nowell Leitzke, Sherry Lampman (Executive Director), Terry Stone (President), Jack Cole, Edie Meissner, Bill Asp, Jack King.

Minutes were approved.

Financial Report was accepted.

Executive Director's Report. The Executive Director reported on MLF and CALL activities.

SPECIAL NOTICE: If you try to call the Executive Director and have a problem with the answering machine, please try again. The machine has a problem which will be repaired as quickly as possible.

Pre-WHCLIS Fundraising. Bookman has agreed to provide plastic tote bags for the Pre-WHCLIS Conference. Fund raising strategies were discussed and suggested as future Board agenda item.

The Board moved, seconded, and approved the following resolution: The Special Project Coordinator will be offered a contract paying up to $18,000 for a maximum of 800 hours during the period September 1, 1990, through August 31, 1990.

Governor's Conference Update. Observers are being encouraged to attend the Governor's Conference.

Administrative Arrangements. Until October 15 the office of the Minnesota Library Foundation will be in the home of the Executive Director. A Foundation telephone line has been installed and equipped with an answering machine. The Foundation telephone number is 612-487-0348. Because of the answering machine problem the home telephone of Sherry Lampman can also be used to contact the Foundation. That number is 612-489-3330.

The Board moved, seconded, and approved the following resolution: The office of the Executive Director will be located in the home of Sherry Lampman for a trial period ending October 15, 1990. The Foundation approves the installation of a Foundation telephone line, long distance charges as required by Foundation business, and making Sherry Lampman, Executive Director, an employee of the Foundation.

New Business. Money is being raised to pay for the sheet cake at the Conference.

The Board moved, seconded, and approved the following
resolution: The Board will accept recommendations from current Board members for nominees to the Board.

Spotlight: Carolyn Stanson reported on the Minnesota Association of Library Friends. Because of time constraints the presentations of Jack King and Sherry Lampman were deferred to the next meeting.

Next Meeting: October 23, 1990, 2pm, place to be announced.

Respectfully submitted,

Jack B. King, Secretary
AGENDA

For a meeting of the Board of Directors of the Minnesota Library Foundation to be held on Tuesday, October 23, 1990, at 2:00 P.M. at the Lexington Branch Library, 1080 University Avenue, St. Paul. (This is on the south side of University Avenue just east of Lexington Avenue.)

Spotlight on...
• Individuals -- Jack King and Sherry Lampman
• There will be no library organization featured this time.

Minutes
• Minutes of the August 23, 1990, meeting are enclosed for your review. As requested at the last Board meeting, also enclosed is a copy of a letter from Sherry Lampman to Terry Stone regarding office arrangements.

Executive Director’s Report
• A report of MLF activities will be presented.

Development Committee
• A report from this committee will be presented.

Review of Fall, 1990 Grant Applications
• A notebook including the four grant applications received for this grant round will be mailed under separate cover. Each grant application will have a grant rating sheet attached. There is a balance of $5,095 remaining for the 1989 Mardag outreach grant fund; the four grant applications represent requests totaling $2,850.

Governor’s Conference Update
• Updates will be presented on:
  • MLF’s fundraising efforts.
  • The Governor’s Conference on September 16-17, 1990.
  • The progress on MLF’s Special Project, with introduction of the Special Project Coordinator, Claire McInerney. (Enclosed for your files is a copy of the contract between the MLF and Claire.

Final Grant Reports
• Enclosed for your review are reports from:
  • Foreston Community Library and Art Center, #10-87;
  • Discovery Through Humanities, #8-89;
  • Roseau Public Library, #11-89.

New Business

BOARD OF TRUSTEES
Terence F. Stone, President • Jack Cole, Vice President • Jack King, Secretary/Treasurer • William G. Asp • Mary Birmingham • Nowell Leitzke • Erma McGuire • Edith A. Meissner • Rosemary Murphy • Frances H. Naftalin • Sandra Scott • Zella Shannon • Carolyn Stanson
Minnesota Library Association Foundation Board
May 25, 2006, 8:30 a.m.

Present: Peg Corneille, Adam Lerner, Judy Nelson, David Unowsky, Barb Vaughan

Absent: Stu Wilson

The meeting was called to order at 8:35 a.m. Barb Vaughan, MLA Executive Director, chaired the meeting.

The board noted Sue Hall's resignation as MLA Board Chair after six years of service. David Unowsky moved that a resolution thanking Sue for her many years of commitment to this board be written. Judy Nelson seconded. The motion passed. Barb Vaughan will write and send the resolution.

The board reviewed the Foundation's bylaws. Five is the minimum number of directors needed on this board. The board discussed options for the future of this board, including the possibility of disbanding the board. They directed Barb Vaughan to research the legal requirements of the MLA Foundation board. They decided to ask previous MLA Foundation Board members to come to the August 17 meeting to discuss the future of this board.

The board accepted the April 30 financial report. They asked Barb to create a document that illustrates Foundation revenue and expense trends over the last five years. They also directed that a portion of the cash currently in the Foundation checking account be moved to a higher interest bearing account or CD. Barb Vaughan will do this.

The board then considered options for grants in 2006. Kathleen James proposed a MLA Children's and Young People Section project, Read Across Minnesota, for funding consideration. Peg moved that the foundation award this project $5,000. Judy seconded. The motion passed. Normally this would be an enhancement grant year but with the future of this board uncertain, the board decided not to send out a call for proposals this year. Judy made this motion, and Adam seconded. The motion passed.

With Sue Hall's resignation, the board is without a President. Peg nominated Judy as 2006 Board President. David seconded. The motion passed.

Peg moved to adjourn the meeting. Adam seconded. The motion passed.

The meeting adjourned at 9:38 a.m.

Next meeting is August 17, 2006, 8:30 to 10:00 a.m., Conference room 320, MLA offices.
Minnesota Library Association Foundation Board
February 15, 2007, 8:30-10:00 a.m.

Present: Judy Nelson (chair), Barb Vaughan (staff), Heidi Hoks, Nancy Hegdahl, Don Kelsey, Adam Lerner, Kate Seng, Ben Trapskin, Stu Wilson, Susan Woodwick

Absent: Peg Corneille, Melissa Brechon

Ben Trapskin will serve on the Board as MLA leadership's representative.

In the absence of formal financial reports from the accountant, Barb Vaughan presented bank statements and the year end statement from the Community Foundation. The Foundation pledged $7500 to the MLA Leadership Institute, which received 31 applications for 25 spots.

The December fundraising mailing raised $3300. Stu Wilson recommends tailoring future mailings with recommended donation amounts and asked about the history of requesting donations from Friends groups.

The Board approved $1500 in mini-grants for El Dia del nino; $1285 will be used.

Adam Lerner reported on Lerner Publishing's relationship with the Minnesota Twins and offered to potentially include MLA and the Foundation in that effort. Possible inclusion could mean Jumbotron messages “support your local library” and mention of the 2500 books donated at each of 12 Sunday games as “brought to you by MLA and Lerner Publishing.” Adam stressed that we need to bring a comprehensive plan to the Twins. After discussion it was decided that Adam will chair a Foundation committee that will have a pre-meeting and a meeting with the Twins. That committee will include an MLA rep designated by Heidi Hoks (perhaps Ben Trapskin, perhaps a Childrens librarian) and Sally Lederer (if her involvement is approved by MELSA.), Tammy Lee, Al Lerner, and Lerner Publishings marketing director. Joe Mauer was a great favorite among Board members for the poster (partially because of his St. Paul background). Heidi will speak to Nancy Alsop from the Northwest Region, who has coordinated Twins day for several years and will assure that non-metro logistical concerns are taken into account. She will also get a committee member from MELSA.

Don Kelsey provided some background on MLA Legislative Day March 28 and Judy Nelson urged everyone to participate in it, and national lobbying efforts.

Stu Wilson nominated Sue Herridge to the Board, and she was approved for a three year term.

Al Lerner nominated Tammy Lee to the Board and she was approved for a three year term.
Don Kelsey moved, and Nancy Hegdahl seconded, a move to approve the proposed Foundation by-law changes. Don pointed out some spelling errors, and the by-law changes were approved.

Also approved was the roster of the Foundation executive board, Stu Wilson, VP, Peg Corneille, Secretary, and Nancy Hegdahl, Treasurer.

Judy Nelson proposed that Melissa Bershen chair a Board committee to recommended a new process for the Librarian of the Year award, including seeking sponsors. Susan Herridge and MLA Communications Chair Emily Manum will also serve. The goal will be to announce the new (possibly patron-drive) process at the October 24-26 annual meeting, as well as name the 2007 Librarian of the Year. One possibility is to model the process on the New York Times effort, approaching the Star Tribune as a sponsor. Also possible is approaching former Foundation member Burt Cohen from Minneapolis St Paul magazine. When selecting the Librarian of the Year, the Foundation will want to be responsive to the MLA board’s concerns about insider selection, that prompted MLA to ask the Foundation to make the selection.

Ben Trapskin will bring the MLA Board a document proposing the Foundation name change, with addition to the by-law mission statement about supporting libraries THROUGH THE ACTIVITIES OF THE MLA.
Minnesota Library Association Foundation Board Meeting
Minutes
May 5, 2007 8:30 to 10:30 AM.

Present: Judy Nelson, chair, Peg Corneille, Secretary, Heidi Hoks, Nancy Hegdahl, Don Kelsey, Adam Lerner, Kate Seng, Ben Trapskin, Stu Wilson, Melissa Brechon, Lars Steltzner

Absent: Tammy L. Lee, Susan Woodwick

The chair called the meeting to order at 8:35 AM.

Heidi Hoks reported that the executive director of the MLA, Barbara Vaughn, resigned on March 15. The MLA's books have been audited and the audit is to be released on May 18. The audit will show that the expenses for the 2006 annual conference as well as expenses for the past year exceeded budget in a significant way, leaving the organization with a deficit. She assured the board that no criminal or fraudulent conduct was involved, simply excess spending not justified by the level of income the organization was receiving. The executive committee of the MLA has taken over day to day responsibilities of the executive director and is paying invoices, including payroll taxes. They will consider hiring a part-time executive director sometime later this year. In the meantime, all invoices which had been in arrears have now been paid, including back taxes. The organization is experiencing significant cash flow problems especially in connection with payments needed to be made in preparation for the annual conference such as deposits.

Ms. Hoks requested the Foundation Board make a loan of $10,000 to the MLA to pay for necessary expenses in preparation for the annual meeting. The budget for the 2007 has been cut back but the conference is scheduled to be held and expenses need to be paid.

Upon motion made and seconded, after lengthy discussion among all board members present, the following resolution was passed by unanimous vote:

"The Foundation shall make a grant to the MLA in the amount of $10,000 in order to provide adequate cash flow to the MLA for the 2007 annual conference for the payment of deposits and other obligations related to the conference. The grant will be made after the Foundation's executive committee has an opportunity to review MLA's draft 2006 Auditor's Report. The grant is made with the understanding that MLA accepts and will carry out the following responsibilities as conditions of receipt of this grant:

1. MLA's annual conference shall be sponsored in part by the Foundation. MLA shall provide public notice in
all publications associated with the Conference and in Conference-related postings on MLA’s website that the Foundation is a sponsor of the event by virtue of this grant. MLA shall provide recognition that the Silent Auction, a part of the annual Conference, is an event sponsored by the Foundation.

2. MLA shall plan and execute changes in management in order to fully carry out its fiduciary obligations to its members including closely monitoring of all Association financial transactions and making necessary management changes to improve the financial status of the Association. MLA will report back to the Foundation concerning those changes within 60 days of the receipt of grant money, and shall file a second report.

It was agreed that a memo of understanding recapping the resolution will be sent along with the check.

Adam Lerner suggested that the Foundation should consider changing its name to the Minnesota Library Foundation. Ben Trapskin suggested that this should be done at a later meeting. There was general agreement among the board members present that such a name change would be appropriate. A formal motion will be made at the next meeting to effect the name change. Peg Corneille will study the bylaws to see what other actions should be taken to make a name change effective.

Stu Wilson presented a report concerning fundraising on behalf of himself and Susan Herridge, the co-chair. Nancy Hegdahl, Chair, Belinda Lawrence, and Jeanine Gatzke will co-chair the silent auction. They will send letters to MLA members as well as to Foundation Board members. Don Kelsey and Ben Trapskin will also work with others to assure that the auction goes well.

Stu asked that each board member submit the names and complete addresses of 10 to 15 people to whom an appeal letter would be sent. Each Board member will be asked to personalize the letter with a note to the individual. Stu believes that this is the most effective means of raising revenue from the individual appeal. Stu will assure that MLA retirees will be contacted. He reported that a brochure will be created for the conference that would include a mail back card.

Adam Lerner offered the services of Lerner Publishing’s graphics design department to assist in designing the brochures. Stu agreed that he would look
into the details concerning obtaining bulk mail permits as well as explore the possibilities of corporate funders.

Adam Lerner reported on the Twins committee. He said that it's too late for 07 but we can work on next year's effort. Adam wants people from MLA to talk with his VP to set up meeting in July with Gretchen and Heidi. Adam wants to enhance it beyond one game and the poster. Nancy Alsop is handling it. ?? Adam will meet with Gretchen and Tammie Lee on this.

Melissa Brechon reported on the "Librarian of the Year Award." There will be a presentation made at the MLA Board meeting tomorrow. Melissa has a draft statement and will try to get media to help sponsor it. Her concern is that in the past there have been complaints among librarians that it was a popularity contest. She would like to find a way to prevent it from being viewed that way.

The meeting adjourned at 10:30 AM.
Minnesota Library Association Foundation Board Meeting
Minutes
August 16, 2007 - 8:30 to 10:30 a.m. – MLA conference room, St. Paul

Members Present: Judy Nelson (chair), Melissa Brechon (via speaker phone), Nancy Hegdahl, Susan Herridge, Don Kelsey, Tammy Lee, Adam Lerner, Stu Wilson, Jacki Betsworth
Guests: Belinda Lawrence, Jeanine Gatzke
Minutes recorded by: Stu Wilson

The chair called the meeting to order at 8:35 a.m.

The board was introduced to two new board candidates: Jacki Betsworth and Jane Cunningham.

Don Kelsey moved and Nancy Hegdahl seconded a motion to elect the two candidates to the board. The motion passed unanimously.

Jacki Betsworth joined the meeting.

Belinda Lawrence and Jeanine Gatzke, chairs of the silent auction at the MLA conference, were welcomed. They provided an overview of the silent auction process, the solicitation letter that has been sent out to potential donors, and an update on donations so far. They reported that approximately 100 items have been donated to date, but that more are needed, and they do not yet have a major raffle item. Melissa Brechon will make sure that conference vendors receive a donation solicitation request, and Judy Nelson also stated her willingness to approach vendors at the conference. Other board members offered suggestions regarding the silent auction.

The board discussed other aspects of the conference. The Foundation will have a table, and Judy Nelson will staff it, but would appreciate help from any other board members attending the conference. Approximately 400-500 people are expected to attend the conference in Mankato this year. Stu Wilson agreed to look into creating a Foundation banner, approximately 4x8, for use at the silent auction or at the Foundation table. Melissa Brechon brought up possibly having a fun giveaway at the Foundation table, such as book bags. The board agreed that bags were too expensive, and the suggestion was made to use chocolate or candy instead.

Ms. Lawrence and Ms. Gatzke were thanked for all their work and effort on the silent auction.

Tammy Lee joined the meeting and was introduced and welcomed as a new board member.

Nancy Hegdahl presented a financial report, including a handout on current finances and list of donations from last year. Stu Wilson asked about expected income prior to the conference and silent auction. Ms. Hegdahl said she expected about $500, which with the current checkbook balance should be enough to cover expenses leading up to the conference. Ms. Brechon inquired about the annual drawdown from the endowment, which is approximately $1,700. Mr. Kelsey asked about whether or not donations were being acknowledged in a timely manner. Ms. Nelson responded that she, too, is concerned about that, and is working through it with MLA, and many of the donations come in with MLA memberships.

With a full complement of members on-hand, the board reviewed the minutes of the May 5 meeting.
Stu Wilson moved and Don Kelsey seconded a motion to approve the minutes of the May 5, 2007 meeting. The motion passed unanimously.

The board moved off the agenda to discuss the possible name change for the organization from Minnesota Library Association Foundation to Minnesota Library Foundation. The board had previously discussed the name change and agree to the change, pending approval of the Minnesota Library Association board. Ms. Nelson reported that the MLA board had agreed to the name change with the understanding that the function of the Foundation – serving to support MLA – would not change.

Don Kelsey moved and Melissa Brechon seconded a motion to change the name of the organization to Minnesota Library Foundation. The motion passed unanimously.

Ms. Hegdahl and Ms. Nelson will assure that the appropriate paperwork is filed with state and federal authorities to make the name change official.

Mr. Wilson presented a proposal regarding the Minnesota Book Awards, acknowledging his conflict of interest as a Foundation board member and co-chair of the Book Awards. The Book Awards has received a $5,000 grant from the State Librarian’s office to hold Minnesota author readings and events in libraries throughout the state. It is expected that the events will cost approximately $500 each, so there will be approximately 10 events. Mr. Wilson proposed that the Foundation could add another $500 or $1,000 to the grant to support a few more events, and in return, would be acknowledged in all of the materials for all of the events throughout the state. Board members asked if the Foundation money was requested immediately, or if the funds could be made available later in the year, following the MLA conference and silent auction. Mr. Wilson stated that the funds, if the Foundation agrees to support the project, could be reimbursed anytime before the end of the year.

Don Kelsey moved, and Jacki Betsworth seconded a motion to have the Foundation support the Minnesota Book Awards author events at the $1,000 level, with the understanding that the Foundation would be listed as a supporter of all events. The motion passed unanimously.

Susan Herridge reported on fundraising activities, including the development of a year-end appeal letter and brochure. She thanked Adam Lerner and Lerner Publishing for the offer of support for designing the brochure and perhaps making improvements to the current logo. Mr. Wilson handed out draft text for both the brochure and letter, and provided samples of a “church envelope” style of brochure as a cost effective way to produce the mailing. Board members discussed possible list trades, the quantity of brochures to create and other details surrounding the brochure and letter. Ms. Herridge and Mr. Wilson will finalize the details, and will be sure to have the brochure ready for the MLA conference. The letter and mailing is expected to go out in early November.

Ms. Herridge reminded board members of the request to have each member provide at least 10 names to include in the year-end appeal. The hope is to have the letters personalized and then signed with a note from the board members. Ms. Hegdahl reported on the current state of the donor spreadsheet, and will forward that to Mr. Wilson to review prior to the fall mailing.

Tammy Lee offered a number of good suggestions for other fundraising opportunities, particularly based on the Raise More Money model. Other fundraising opportunities and
approaches will be added to the agenda of the next meeting for further discussion and exploration.

Adam Lerner reported on the Minnesota Twins committee. Based on one meeting, it appears that MLA's Library Day will not return next year, but MLA still has yet to defined its goals in working with the Twins. Meanwhile, Lerner Publishings relationship with the Twins and the related support of libraries (5,000 posters of a Twins player reading) remains strong. The board discussed a number of the problems and opportunities associated with stronger connections to the Twins and Lerner Publishing, and recognized that the library contacts remained weak. Ms. Nelson and Mr. Wilson agreed to bring the matter to MLA and the MLA board in order to move the process forward.

Ms. Brechon discussed a draft sheet describing the Minnesota Librarian of the Year proposal (handed out) discussed at a previous meeting. It is based on a NY Times model, and has been discussed at a committee meeting, and the general concept okayed by MLA. It was hoped that this might be announced at the MLA conference in October, but as sponsorship is critical to proposal, that may or may not happen. Ms. Brechon and the committee will continue to pursue the project, including approaching potential media sponsors.

Ms. Brechon noted that the Public Library Association national conference is being held in Minneapolis next March, and wanted to make board members that this will be a unique opportunity to participate in a major, national library event, which is expected to draw over 10,000 attendees.

The meeting was adjourned at 10:22 a.m.

NEXT MEETING: Thursday, November 15, 8:30 a.m.
Minnesota Librarians Association Foundation Board Meeting
November 15, 2007 8:30 to 10 30 AM.

Present: Judy Nelson, President, Stu Wilson, Vice President, Nancy Hegdahl Treasurer, Peg Corneille, Secretary, Jackie Betsworth, Jane Cunningham, Don Kelsey, Ben Trapskin and Jeanine Gatzke and Belinda Lawrence for the Silent Auction

Absent: Melissa Brechon, Susan Herridge, Tammy Lee, Adam Lerner

The chair called the meeting to order at 8:35 AM.

1. Nancy Hegdahl reported on the silent auction, which was a success this year, although a number of people complained that the auction was not open enough hours. Next year raffle tickets will be sold in advance. Don reported that he knew of a group that made quilts and volunteered to look into it to see about a donation for the Silent Auction. Don suggested that the process of the silent auction should also involve selling tickets, thereby increasing revenue. Judy pointed out that the Foundation received a great deal of exposure at the conference -- much more so this year than in the past. Jeanine suggested that thank you notes should be sent to all those who donated; post card thanks would be sufficient. IRS requirements may dictate written acknowledgement of gifts. Written acknowledgement/thank you's could be sent to all silent auction contributors. Jeanine said 147 unique donations were made. Belinda and Jeanine were recognized and thanked by Judy and the other board members for devoting many, many hours to the Silent Auction. A summary report in narrative form will be put together and circulated.

2. Financials: Nancy Hegdahl gave the financial report and presented the 08 budget. All numbers are estimates at this time including the $12,300 in proposed revenue. Expenses include $2,000 for part of an employee. Judy said she will change the name on the CD at US Bank.

3. 2008 Board and Executive Committee. Judy reported the following: Lars Steltzner and Susan Woodrick are off the board as of January 1 and need to be replaced. Peg Corneille will also be off the board as of January 1 and is working on finding a replacement. All should be on the look out for potential board members who have fundraising experience and connections to the community.

4. Fundraising Mailing. The fundraising mailing was sent out recently. Stu circulated the blank letters for Board members to mail to their prospects. Stu asked why doesn’t MLA doesn’t use a bulk mailing permit? The cost is $150 to set it up. Stu reported that MLA does 3 to 4 mailings per year. The Board does 1 or 2. We could all save costs with bulk mail permit to send letters at 18 cents each. Ben will work on that issue thru MLA. Stu
also mentioned that we need to ask what MLA wants the Foundation to raise money for and encouraged MLA to state what funds it needed. The Foundation would try to raise funds for the specific projects or needs.

5. Stu reported that the Book Awards grant from the State Librarian ($5,000) and the Foundation ($1,000) resulted in 13 author programs being funded in libraries across the state. The funds are being used to pay for authors' expenses and/or an honorarium. Also, the Foundation is getting good publicity state-wide for this project and there is significant interest by libraries in continuing the project.

6. MN Twins Report. Ben reported that he had started a blog to get ideas regarding partnering with the Twins. He circulated some of the ideas generated through the blog. All this is in flux and not defined yet but include the following: a suggestion that a player come out to a library to read to the kids; this would be good for the Foundation and the Twins. Stu said that Adam, David and Sally met once and discussed the possibility of a summer-long partnership among the following: MLSA, Found/MLA, Lerner Publishing, Macy’s, and the Twins. Lerner would provide free books. Library Day is sponsored by Macy’s with MELSA. This would be a way to bring kids to the Twins and get free books thru Lerner’s contributions. Macy’s could sponsor a special edition book about Joe Mauer. The Foundation could ask the Twins to send a player to the libraries in the metro area. We could ask Macy’s to provide a reading poster to be given to kids. Sally will approach Macy’s for advertising money. We discussed the possibility of having 13 Sundays as library days, and the final Sunday being a really big library day with rewards for kids for participating in reading programs over the summer. These and other ideas will be discussed again in more detail.

7. Schedule of 2008 Meetings:

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Minnesota Library Association Foundation Board  
February 21, 2008, 8:30-10:00 a.m. 

Present: Judy Nelson (president), Stu Wilson (vice president), Nancy Hegdahl (treasurer), Susan Herridge (secretary), Jane Cunningham, Don Kelsey, Adam Lerner, Ben Trapskin, Jacki Betsworth, and Wendy Wendt, president of the MLA. 

Absent: Melissa Brechon and Tammy Lee 

Meeting was called to order at 8:40 AM. Minutes from past meeting were reviewed and Stu Wilson moved to approve. The Board approved the minutes.

1. **Executive Board election.** Judy reported that the Executive team was all willing to stand for reelection except for Peg Corneille, Secretary. Susan Herridge had been recruited to serve as Secretary. Judy encouraged anyone else who wished to serve on the Executive Board to speak up. In the absence of others who wished to serve, the Board affirmed the election of Judy Nelson, Stu Wilson, Nancy Hegdahl and Susan Herridge to the Executive Board. 

2. **Financial Report.** Nancy Hegdahl presented the financial report. The MLF currently has $10,166 in their checking account, $60 in a money market account and $20,000 in a US bank CD that is due to mature as well as $41,345 in their Minnesota Community Foundation account. The checking account totals include the bulk of the silent auction donations, although there may be a few more coming in. There was some discussion, that stemmed from the difficulty of having the US Bank CD name changed to the Foundation’s, that the MLF have an annual review of who and how many signatories there are to all our financial accounts and instruments. Nancy and Judy recommended that the MLF, with the maturation of the CD, move their financial accounts to another bank – most likely the Bremer bank - which they believe will be more beneficial to a nonprofit. There was some research left to do, and Don K. moved that this decision be left to the Executive Committee to approve. It was seconded and the vote was all in favor.

3. **Results of Fall Appeal.** Nancy presented further detail on the results of the fall appeal. There were approximately 1500 letters sent out, with 125 returned for bad addresses, for a net successfully mailed of 1375. MLF received 85 donations (a 6.1 % response rate) at a total of $5947, which was an average donation of $47.57. Nancy reported that some donations are still coming in and some came via the MLA – of those, we are awaiting a check. Stu noted that this was an excellent response rate and there was some subsequent discussion of how to acknowledge the donor, including those who gave theirs as a memorial. Don suggested that we call and thank everyone that donated and five to six Board members agreed to be a part of this team. Nancy will send each person their allotment of names to call. Don agreed to help Nancy with some of the database clean up. We also discussed the best way to acknowledge the donors on the web, and agreed that we would put the names on our web page, but would make it a pdf.
to be accessed in order to preserve some donor privacy. Nancy will send this list to Ben Trapskin.

4. Fundraising report. Stu reported on the meeting of the fundraising committee (himself, Susan Herridge, Tammy Lee and Jane Cunningham). The committee recommended that the MLF host a fundraising event this fall that would consist of a lunch or breakfast, with a speaker (a Minnesota author?) and an “ask”. He presented two options for approaching this (with more risk/more return, or less risk/lower return). There was a general discussion of the idea, the options, and in particular, who the author/speaker might be. Nancy Hegdahl volunteered to lead and recruit a group of people that could work on planning this in lieu of hiring an event planner, which the committee had recommended. The Board voted to endorse this idea and to proceed with planning.

5. Web update. Susan Herridge presented recommended new verbiage for the web page for MLF that is linked to the MLA web site. The Board reviewed and made a few small corrections. The Board voted to proceed with this change, and Sue will send corrected copy to Ben Trapskin.

6. Minnesota Book Awards. Stu passed out copies of the promotional materials for the upcoming Minnesota Book awards and showed the Board our sponsorship presence. The MLF gave $1000 for libraries to hold book events for Minnesota Book Awards finalists and semi-finalists. The Friends are starting to organize the 2009 awards and Stu queried as to whether the Board wished to renew their sponsorship. After some discussion, Nancy moved and Don seconded a renewed sponsorship for 2009. The Board voted to approve.

7. Sharon R. Lerner Scholarship. This scholarship used to be an award for a librarian from a small town to attend the conference, but in recent years it was not used as much. It was suggested Heidi Hoks that these dollars come through the Foundation and it be used to pay the honorarium to have a presenter on Children’s Literature at the Conference. There was some discussion as to how the Foundation would know what was being decided as to how our funds were being spent. One option is to send someone from our Board to their meetings and another is to ask someone from their Board to come to our meetings and report. The group left it that the second option is the one we would pursue. Judy will follow up with Heidi.

8. Book Club Discussion. Judy Nelson suggested that the MLF get into sponsorship some sort of book club/reading activity via our member libraries. There was considerable discussion about how this might be implemented (i.e., via the Big Read, which is funded by the National Endowment, or by Book Club kits available from Hennepin County libraries). Jane Cunningham agreed to do a “community scan” to see what is being done elsewhere so that the Board could continue these discussions at the next Board meeting with the intent of not necessarily duplicating programs that are already developed.

9. Minnesota Twins Report. Stu reported that there had been meetings between the Twins, Macy’s and MELSA to co-sponsor a summer-long summer reading initiative. These discussions hit a bit of a snag as the partners discussed what would be complementary levels of participation. Sally from MELSA is presently contacting someone in community relations at the Twins – that is, outside of the
Twins group sales office who had been the previous contact – to see if the discussion can get back on track. Adam reported that Lerner will still participate at the same level as they have in the past.

10. Conclusion:
   a. Next meeting of Executive Committee: April 18.
   b. Next Board meeting: May 15
Proposed Literary Luncheon Fundraiser

Purpose: To raise funds for MLF and, more broadly, to expand our network of major donors.

Goal: Attract 50-100 people to a luncheon with a talk by a prominent local author, and raise $2,000-5,000 in the first year. If successful, host the event annually.

Location, Date, other Details: The luncheon would be held at an attractive local venue (the Town & Country Club in St. Paul for instance). The event would be held in early fall. Some realistic authors to ask to speak for free might include William Kent Krueger, Ellen Hart, Erin Hart, etc....

Board Commitment: To make this work, Board members would need to commit to bringing people to the luncheon or hosting tables.

Projected Costs:
- $25 per person times 100 = $2,500
- Printing Invitations = $700
- Postage = $300
- Signage, misc. = $500
- TOTAL = $4,000

Model One (Raise More Money) – In this fundraising model, MLF would bear all of the costs, and then do a fairly aggressive pitch for pledges and donations at each table. This depends on having good social networks, a good, emotional presentation, and people at each table willing to “encourage” donations. Using this model, we might expect an average donation of $75 per person, which would bring in a total income of $7,500 or a “profit” of $3,500.

Model Two (more typical fundraising model) – Individual or table reservations for the luncheon are “sold,” usually at about twice the cost of the luncheon. So a “ticket” price for this event might be $50. Then at the event, we would also make a softer pitch for additional donations, as well as capturing more names and sending everyone a year-end donation appeal. We also could seek a corporate sponsor for the event under this model. Income then might look fairly similar to the above: 100 tickets at $50 = $5,000 plus an additional $2,000 in added donations and sponsorship. Total = $7,000 or $2,000 “profit.”

A Big Problem – No staff to organize and track all of these details. We could hire an event planner, but a good one probably will cost $1,000-1,500.
Minnesota Library Foundation Board Meeting
August 21, 2008, 8:30-10:00 a.m.

Present: Judy Nelson (president), Stu Wilson (vice president), Nancy Hegdahl (treasurer), Susan Herridge (secretary), Don Kelsey, Adam Lerner, Ben Trapskin, Heidi Hoks (MLA). Bolinda Lawrence, Jeannine Gatzke
Absent: Jane Cunningham, Melissa Brechon, Jacki Betsworth, Heather Faulkner.

Meeting was called to order at 8:30 A.M.
Minutes from past meeting were reviewed and approved.

Note: the May 15 Board meeting was cancelled, due to too many calendar conflicts among Board members, so the approved minutes were from the February Board meeting.

   a. First there was information about our new investment instrument in Franklin Templeton Investments. Nancy explained that our investment has lost money but that it is performing as well as the market in general.
   b. Secondly, there was a report on the Lunch for Libraries fundraiser. The event made a profit of $2409, which is excellent for the first year. There continue to be some donations coming in. 2009 event is planned for July 17, in the same venue. The goal for 2009 is to double the profit.
   The income and expenses for 2008 were as follows:
   i. Income
      1. Book Sales $85.00
      2. Checks $3100.00
      3. Charges $1470.00
      4. Donations $1190.00
      Total $5845.00
   ii. Expenses
      1. Office Supplies/Misc $228.00
      2. Food $2082.00
      3. Flowers $84.00
      4. Candy $50.00
      5. Invitations/Program $700.00
      6. Postage $217.00
      Total $3361.00
   Profit $2409.00
   c. The MLF currently has $14,235 in our checking account, and $18,773 the Franklin Templeton Investments, for current assets of $33,008. Other assets were our Minnesota Community Foundation balance of $37,216.

2. MLA Contribution Request: Heidi Hoks of the Minnesota Library Association presented a letter requesting a $5000 contribution from the MLF to support their upcoming Conference. This was debated by the Board and a number of options
considered, including approving a more modest grant of $1000. Because there was concern that we would not have the funds to support both this request and the ongoing commitment to mini-grants and because there was some concern about whether or not the MLF should be an ongoing financial sponsor of this event, it was decided:

a. To focus the MLF resources to fully funding the new mini-grant program, which will be announced at the Conference (Stu agreed to prepare a summary sheet that could be passed out).

b. That being said, if the MLA found itself in financial difficulty relative to the Conference (because they are still digging themselves out of the financial hole of previous years and multi-year contracts that were signed), then MLF would be amenable to re-opening these discussion.

c. To explore ways that we may work together more closely, to the benefit of both organizations:
   i. Judy has called for a joint meeting of the two Executive Committees, to discuss this topic.
   ii. Adam Lerner to do the introduction to the Lerner Lecture series at the Conference (see below)
   iii. The Board is encouraged to attend the Conference Breakfast (7:00 AM) to hear Adam’s opening, and to be recognized from the audience. Judy will ask to see if we can use the Presidential Suite at the Conference for our November Board Meeting. The Conference date is Thursday, November 20th.

3. **Lerner Scholarship.** Adam reported that $1000 had been committed to bring a speaker on topics of interest to children’s literature to the Conference. These dollars come through the Foundation. The first speaker will be Will Weaver, and as mentioned, Adam Lerner will introduce him and let the Conference know that the speaker is brought to them by the Sharon Lerner Scholarship and the Minnesota Library Foundation. There was some discussion of reopening (ie, in increasing) the amount of the donation, since the expenses to bring in a national author would typically exceed the amount of the award.

4. **Silent Auction:** Belinda and Jeannine presented all the current materials (solicitation letter and awareness flyer) and logistical details relative to the new Conference location were discussed. As of that day, 685 letters had been sent out and 50 donations had been received. All seemed to be moving forward just as it should.

5. **Leadership Institute:** Ben reviewed the selection process and told us about the typical experience of a Leadership Institute attendee. Judy reported that discussions were underway to try to close the loop on the Librarians who attend the MLA Leadership Institute and to both publicize the involvement of those that stay involved (via our web page) and encourage those that attend to give service in some way. The next Leadership Institute will be in the Spring of 09.

6. **MiniGrants:** Stu Wilson presented a summary of the considerations of re-instituting a mini-grant program with the proceeds from the Lunch for Libraries fundraiser. There is enough raised this year (just about) to award five $500 mini-grants. The group discussed and decided that:
a. The grants would primarily be for promotional activities but that we would also consider grants for disaster assistance.
b. We will have one grant period in a year. The grants will be announced at the Upcoming MLA Conference and the submissions will be due in January.
c. MLA libraries are eligible.
d. There would be no strict rules on size of operating budget, but that preference would be given to library systems of budgets under $1 million.
e. Applications that have or would seek matching funds would be given preference.

7. Fundraising report. Susan gave an overview of the year-end direct mail campaign that would go out in November. We will be using a new letter and the brochure/remittance envelopes that were printed last year, so the process would be much easier. Susan asked if the Board members would be willing to come to a short, additional meeting in order to write personal notes onto some of their letters. People that came to the “Lunch for Libraries” would be added to the list and would need a special version of the letter as would people who contributed last year. Susan to get more details to the Board by email as they are developed.

8. Book club report: deferred until Jane Cunningham is in attendance.

9. Conclusion:
   a. Next meeting of Executive Committee: October 17.
   b. Next Board meeting: November 20 – at MLA Conference, 8:30 AM.
Minnesota Library Foundation Board Meeting
November 20, 2008, 8:30-10:00 a.m.
At MLA Conference, Sheraton Hotel, Presidents Suite

Present: Judy Nelson (president), Stu Wilson (vice president), Nancy Hegdahl (treasurer), Susan Herridge (secretary), Don Kelsey, Adam Lerner, Ben Trapskin, Jacki Betsworth.
Absent: Jane Cunningham, Melissa Brechon, Heather Faulkner, Belinda Lawrence, (Belinda was working the Silent Auction)

Meeting was called to order at 8:30A.M. Many of the Board had previously attended an MLA Conference breakfast presentation by Will Weaver, where Adam Lerner gave the introduction for the Sharon Lerner lecture series. Our job was to be visible and to schmooze.

Minutes from past meeting were reviewed and approved. (did this happen? Not in my notes, but I assume we did it?)

1. Financial Report. Nancy Hegdahl presented the financial report, with a review of outstanding bills. The year-end appeal is in the mail and the results are yet to be seen. It was not expected that the Silent Auction would do as well as in previous years.

2. Lunch for libraries. The planning for the coming event is underway, with the focus being on securing the author. Vince Flynn, Kevin Kling and Dan Buettner were all mentioned as possibilities (the goal being to secure an author that would attract a male audience). Discussion of making sponsorship requests to secure underwriting of the event. Sue to assist with that. Stu suggested the Elmer (and Eleanor) Andersen Foundation, among others. It would be ideal to have the author lined up before we begin to solicit sponsorships.

3. Silent Auction report. The Auction is going well, although it was thought that the location was a bit cramped and we would do well to have one more table. The organizers were thinking that this year would not equal year’s previous, based on interest and traffic – this could be due to the economic outlook as much as anything else.

4. Leadership Institute. Judy requested/hoped that some Board members would stay at the Conference and attend the Conference session on the Leadership Institute. Due to the leadership of MLA turning over every year, the current leadership had not been aware of MLF’s funding of the Leadership Institute, at least to the extent that we have in the past. That being cleared up, we expected to receive a request for funding for $8000, as we had in the past. Under Judy’s leadership, we are looking for ways to more strongly link our financial support and the creation of leadership opportunities for Institute graduates. Ben discussed that we survey subunit chairs within MLA to develop a list of leadership opportunities.

5. Mini-grants. Thanks to Stu for developing the criteria and process information on mini-grants, which was announced and distributed at this Conference. The deadline for submission in 12/31 and the deadline to choose is 1/15, with the
checks to arrive on 1/31 (or thereabouts). A committee was formed, consisting of Judy, Don and possibly Heather (or Stu) that planned to meet on January 7 or 12 to review the submitted applications by the 1/15 decision date.

6. **Year-end appeal.** The bulk of the letters have gone out, including letters to vendors, with thank you’s being processed as needed. MLF will get a new MLA membership list from this Conference for future appeals. We will have a report of the results at the February meeting.

7. **Book Club report.** Jane Cunningham was not able to make the meeting, so there was no report on the Book Club idea.

8. **Twins.** The Twins promotion has been “lying dormant” since the last discussions, but both connections (at Lerner and at MELSA) will be contacted to see where things stand and to see if we can help move it forward.

9. **Conclusion:**
   a. Judy included a schedule of all the meetings for next year. The January Executive Committee meeting was moved to accommodate a scheduling problem.
   b. Executive Committee Meetings (all 5 PM)
      i. Friday January 23
      ii. Friday April 17
      iii. Friday July 17
      iv. Friday October 16
   c. Board Meetings (all 8:30 AM)
      i. Thursday Feb 19
      ii. Thursday May 21
      iii. Thursday August 20
      iv. Thursday November 19
Minnesota Library Foundation Board Meeting  
February 19, 8:30-10:00 a.m.

Present: Judy Nelson (president), Nancy Hegdahl (treasurer), Susan Herridge (secretary), Don Kelsey, Jane Cunningham, Jacki Betsworth, Ben Trapskin, Belinda Lawrence, Lyndi Finifrock, Adam Lerner  
Absent: Stu Wilson, (Vice President), Melissa Brechon, Heather Faulkner

Meeting was called to order at 8:30 A.M.

1. The possibility of adding new Board members was discussed. It was suggested that we try to find certain community members that had skills that the organization needed – i.e., attorneys, accountants. Ben said that his mother was a lawyer at Dorsey Whitney, and might know some retired colleagues. Jane said that she had a CFO friend that she would contact. Both would contact these people and get back to us.

2. Minnesota Leadership Institute (MILE) – Ben Trapskin gave an update. The survey instrument was passed out to review for feedback. The Institute itself will run from April 28 to May 1. There are 23 applicants – the deadline had been extended. Mentors were being recruited. MLF will provide pins for the graduates; a discussion of the various forms of pins that we had provided over the years ensued.

3. Minigrants. This year, Don and Judy formed the committee that decided who was awarded a grant. Gave out five, each for $500, to:  
   a. Marshall-Lyon County Library  
   b. Health Resource Library, Immanuel St. Josephs, Mayo Health System  
   c. Fergus Falls Public Library  
   d. eFolio Minnesota  
   e. Gaylord Public Library  
Don and Judy offered a written summary about possible process improvements, including reviewing the submissions on a “blind” basis and setting up a tracking system from year to year. In addition, it was suggested that we be more clear in the submission materials as to whether or not the presence (or lack) of matching funds would be a deciding factor in the judging.

4. Financial Report. Nancy Hegdahl presented the financial report, with a review of outstanding bills. The total loss for the year on the Minnesota Community Foundation was $11,781. Total assets were $62,484. The year-end appeal had approximately 1550 letters sent out, with 61 donations, for a total of $3900. A comparison to last year is as follows (incomplete, since the bill for copying was yet to be processed, and some MLA donations are yet to be processed).

<table>
<thead>
<tr>
<th></th>
<th># donations</th>
<th>response rate</th>
<th>$ donations</th>
<th>Costs</th>
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</thead>
<tbody>
<tr>
<td>Fall 07</td>
<td>1375</td>
<td>85</td>
<td>6.1%</td>
<td>$ 5947</td>
</tr>
<tr>
<td>Fall 08</td>
<td>1546</td>
<td>61</td>
<td>3.9%</td>
<td>$ 3900</td>
</tr>
</tbody>
</table>
Sue and Jane volunteered to do thank-you calls (it should be subsequently noted that Jane did them all, since Sue was busy working on corporate sponsors for Lunch for Libraries.)

5. **Lunch for libraries.** Thanks to help from Adam Lerner, Dan Buettner (author of the book “Blue Zone”) agreed to do the event. Linda Kelsey agreed to be the host. It will take place on June 17 at Macalester College, same venue as last year. Sue Herridge (and subsequently, Judy Nelson) agreed to solicit corporate sponsors. Nancy and her committee will work on all other aspects of the luncheon.

6. **Silent Auction report.** Belinda presented a report (going back to 2005 with comparisons) on the Auction, which did very well in spite of the economic downturn. Total dollars raised was $9545, up 14.7% from 2007. Number of items donated was about the same (409 vs 411), but the number of raffle tickets sold was up significantly (309 vs. 160). Unclaimed/no bid items was also up (33 vs. 22). In all, a very successful fund-raiser. The total number of volunteer hours was estimated to be 185-200.

7. Judy reminded us that Sunday, April 25 was the Minnesota Book awards and solicited our interest in a MLF table.

**Meeting schedule for the remainder of the year**

a. Executive Committee Meetings (all 5 PM)
   i. Friday July 17
   ii. Friday October 16

b. Board Meetings (all 8:30 AM)
   i. Thursday August 20
   ii. Thursday November 19
Minnesota Library Foundation Board Meeting
May 21, 8:30-10:00 a.m.

Present: Judy Nelson (president), Nancy Hegdahl (treasurer), Susan Herridge (secretary), Don Kelsey, Jacki Betsworth, Ben Trapskin, Belinda Lawrence, Lyndi Finifrock, Laura Morlock, Preeti Gupta (new Silent Auction co-chairs).

Absent: Stu Wilson, Jane Cunningham, Adam Lerner

Meeting was called to order at 8:30 A.M.

1. Board members
   a. The Board welcomed Bill Keppel, as our newest member. Bill is a retired lawyer from Dorsey and Whitney, who co-founded their Environmental and Regulatory Affairs Department. He has taught at Hamline, William Mitchell and the University of Minnesota Law School and has received a lifetime service award from the Minnesota Justice Foundation for his pro bono work. His complete bio was circulated to the Board via email, so I’ll stop here. Welcome, Bill!
   b. Stu Wilson has stepped down as the Vice President, although he will remain on the Board, due to his new duties at the Minneapolis/Hennepin County Friends. Don Kelsey has agreed to take on the role of Vice Chair. Thank you, Don.

2. The February minutes were reviewed and approved, with the correction that Ben Trapskin’s mother is not a lawyer, but an admin, at Dorsey Whitney.

3. Financial Report
   a. Nancy presented the financial report for the period ending April 30, 2009. Our loss for Q1 Minnesota Community Foundation account was $2439, but our investment account is starting to show signs of recovery - up $955.58 since the last report. Our checking account has $13,569, our investment accounts is $14,456 and total assets are $52,394.

4. Lunch for Libraries
   a. Nancy reported on behalf of the LFL committee that all was progressing as planned. Even though we were not able to get a corporate sponsor this year, it was advertised in the MELF newsletter, it was on the website, and early responses looked good. There is no construction on the campus this year, so access to the event should not be a problem.

5. Silent Auction
   a. The new co-chairs, Laura Morlock and Preeti Gupta (both of St. Kate’s), attended the meeting to introduce themselves and tell us of their plans.
b. They showed the Board their recommendation for the solicitation letters and contribution forms, as these letters go out in June. They reviewed the timeline for their plans and in general appeared to have everything well under control. Thank you Laura and Preeti for your hard work, we are lucky to have you.

6. Leadership Institute Report
   a. Ben presented a summing up of the Leadership Institute – it was held at the end of April and there were 25 participants. The general impression was very positive – there were lots of “go-getter” in attendance, there were a variety of sessions and activities and the facility was very nice. Don commented that there was lot of positive “buzz”. We will do a survey after the mentor relationships have been established, and will update the website with their bios.
   b. Ben recommended that, in the future, we may want to consider sending someone from the Leadership Institute to the American Library Association Emerging Leaders program. The deadline for application is July 31, so and the url with the application is http://www.ala.org/dapps/emergingleaders/.

   Not sure there is enough time to do it for this year, as we would have to raise the money and decide the process whereby a leader is selected. Perhaps it is a part of the Leadership Institute for 2010 and we can discuss at a future meeting the logistics of nomination and selection.

7. Website
   Belinda has been doing the work to maintain and change the website. (Thank you, Belinda). After some discussion, we decided to devote a chunk of the next meeting to a “show and tell” presentation of the current site, and possible changes, so Belinda could get our feedback.

8. Fundraising, year-end
   The year-end campaign will move forward as in previous years, except for the fact that the brochure/remittance envelope need to be reprinted and we will take that opportunity to also make any changes that need to be made. Nancy noted that we do not accept American Express, so that needs to be removed. Susan will ask Adam Lerner if his graphic designer can help us process these changes. Since the printing climate has changed tremendously, we will also most likely get new bids.

   [news flash: in a subsequent series of emails, it was determined that we have enough brochures to do the annual appeal mailing this fall. So a reprint will be delayed for a bit].
1. Meeting schedule for the remainder of the year
   a. Executive Committee Meetings (all 5 PM)
      i. Friday July 17
      ii. Friday October 23 (is this one going to change?)
   b. Board Meetings (all 8:30 AM)
      i. Thursday August 20
      ii. Thursday November 19
Minnesota Library Foundation Board Meeting
August 20, 8:30-10:00 a.m.

Present: Judy Nelson (President), Don Kelsey (Vice President), Nancy Hegdahl (treasurer), Susan Herridge (secretary), Jacki Betsworth, Ben Trapskin, Belinda Lawrence, Lyndi Finifrock, Stu Wilson, Laura Morlock, Preeti Gupta (new Silent Auction co-chairs).

Absent: Jane Cunningham, Adam Lerner.

Meeting was called to order at 8:30A.M.

1. The May minutes were reviewed and approved, with the following corrections noted.
   - Laura Morlock’s last name was misspelled (the correct spelling is no “e”)
   - Bill Keppel should have been listed as present
   - Lyndi Finifrock gave the report on the Leadership Institute, not Ben Trapskin.

2. Financial Report
   a. Nancy presented the financial report for the period ending July 31, 2009. She had just received a new investment report the day before, so the numbers were updated verbally to: checking account $16,878; Total current assets: $33,270; and total assets $60,209. Nancy and Judy had a meeting with a representative of the Minnesota Community Foundation, who gave them an overview of their services.
   b. Lunch for Libraries
      The financial report on Lunch for Libraries showed excellent results. This year, compared to (last year): Income $7095 ($5845); Expenses $4052.71 ($3361); Profit $3042.29 ($2484). The attendance was 150 (115). We have the possibility of a sponsorship from MS &R architects for the upcoming event, which is on June 17, 2010, in the same venue.

3. Web site
   a. The group had previously reviewed the site and had the following suggestions for content:
      i. The new Lunch for Library update and pictures should be included.
      ii. No board members are listed and we should be.
      iii. Put up Silent Auction information and then when that is done do the year-end appeal.
      iv. Ben will have conversations with NonProfit Solutions (web goddess) so that web changes can be consistently implemented in terms of text look and feel (i.e., a style guide). He will also request a back-end report on web traffic.
v. Sue offered to create a template bio (3 to 4 sentences) and then circulate to the Board so that they could create something of their own in a similar style. Each Board member is responsible for sending this bio to Belinda, who will get it on the web site.

4. Silent Auction
   a. The new co-chairs, Laura Morlock and Preeti Gupta (both of St. Kate’s), attended the meeting to update us on their work on the Silent Auction.
   b. Letters have gone out and we have about 80 items in hand. They will put on MLA list-serv to further promote. They passed out raffle tickets for two items (NWA tickets and a Caribbean vacation) and asked the Board members to sell the tickets, and adhere to an October 10 deadline to get the ticket sale information into the MELSA office).
   c. In a later series of emails, it was determined that the Caribbean vacation was going away, and instead we were substituting a two quilt raffle item for a $5 ticket price. We were instructed to not use either set of tickets and to await something new that would come in the mail.
   d. Online giving: In discussing the process of donations for this and for the year-end appeal, it was decided that it was advisable to start up a PayPal account. In order to do that, we need an MLF email. Ben T. will get the email set up, and Nancy will get the PayPal account set up.

5. Fundraising, year-end
   a. We have enough brochures to do a mailing without reprinting.
   b. Letter will be done earlier this year, so we can ask Board members to submit names to do personalized letters, with a note. We ask that the Board considers submitting five names for this project.
   c. Sue will send out a separate email summarizing logistics and deadlines for this project.

6. Other
   a. Review of “Board of Directors Responsibilities Statement”, and had suggestions for changes. Don said that he would revise the sheet and email it to all of us to vote on (via email) for acceptance.
   b. Lyndi told us of the MLA Board’s decision to underwrite (for $1000) an emerging leader to attend the national conferences (midwinter and annual) of the ALA. After discussion, it was understood that this amount really didn’t completely cover the cost, and the “winner” would have to come up with a substantial amount from their own pocket, making it a less desirable option. The MLF Board voted to allocate an additional $1000 to augment the MLA effort, so the “emerging leader” could take the two conference trips at (potentially) no cost to themselves. With that, we also discussed relaxing our standard that the winner be a graduate of the Leadership Institute as “preferred” but not mandatory, since the emerging leader criteria of the ALA would mean that the subsequent pool would be very small.
Lyndi said that the MLA will get the information about the pool of applicants from the ALA and they will pick the person.

1. Meeting schedule for the remainder of the year
   a. Executive Committee Meetings (all 5 PM)
      i. Friday October 16
   b. Board Meetings (all 8:30 AM)
      i. Thursday November 19
Minnesota Library Foundation Board Meeting  
November 19, 8:30-10:00 a.m.

Present: Judy Nelson (President), Don Kelsey (Vice President), Nancy Hegdahl (treasurer), Susan Herridge (secretary), Jacki Betsworth, Ben Trapskin, Belinda Lawrence, Lyndi Finifrock, Jane Cunningham, Adam Lerner, Bill Keppel, Laura Morlock, Preeti Gupta (Silent Auction co-chairs), Bob Rohlf, guest.

Absent: Stu Wilson

Meeting was called to order at 8:30A.M.

1. Bob Rohlf appeared on behalf of the LDS Fund, which is a supporting a library sciences collection that used to be maintained by the state, but due to budget cuts, has not been added to in recent years. It is desired that this collection be housed at St. Catherine’s (which is on the verge of being ALA accredited), and an endowment established to support it. The endowment would be used for collection development, faculty/student research grants and leadership development. The Friends of the LDS collection have raised $45,000 to support the collection, but $ 50,000 is needed to set up an endowment. Bob is approaching MLF in order to secure some or all of that difference.

After some discussion, the Board moved to approve $ 2500 to be used as a matching grant in order to secure an additional $ 1500 through private fundraising.

2. The August minutes were reviewed and approved, with the following corrections noted:

Bill Keppel should have been listed as present. This is entirely the fault of the note-taker, who relies too often on cut and paste, not Bill, who has been a faithful attendee. We are all relieved that she got it right this time.

3. Financial Report

a. Nancy presented the financial report for the period ending October 31, 2009. The current assets were $ 41,362 (increased of $ 3865 in the last 10 months) and other assets (from the Minnesota Community Foundation ) were $ 29,797 (increased $2848 since June).

b. Some board members requested that our financial position be reported compared to “same time last year” so that we could get a longer-term perspective on the numbers being presented.

4. Shift in Board responsibilities

a. Judy reported some changes in Board make-up and responsibilities. Lyndi had been asked to join the Board and had accepted. Lyndi will be taking on the responsibilities for the database and the fall appeal.
Susan will take on the responsibilities of a Board development committee and will be assisted by Jane Cunningham.

5. Website /Laptop
MLF will be hosting their website separately from the MLA – both parties agree that this separation is needed. There was a discussion about setting up the website so that there is a password-protected area that could include all of the documents and databases needed for the various committees to do their work. Ben Trapskin will head this committee, and Lyndy and Nancy will help. We will, in this process set up a PayPal account in order to process online donations. We will purchase a MLF laptop that can house this information.

6. Silent Auction report
The Silent Auction raised $8418.10 in revenue and had $977.98 in expenses for a net of $7440.12. This was thought to be a very good showing in a down economy and in a conference that was out of the metro area.

The co-chairs and Don discussed some of the difficulties encountered in communication, set-up and scheduling that made this Silent Auction more challenging than in the past, but it was hoped that these difficulties could be worked out by establishing an appropriate line of communication for questions and concerns during the working time. We hope by doing so that Laura and Preeti will consent to co-chair the process again next year.

7. Lunch for libraries update
At the time of the meeting, we had Julie Kramer, mystery writer and winner of Minnesota Book Award tentatively confirmed to be our guest at the June 17 2010 event, to be held at the same location (Kagin Commons at Macalester).

In subsequent communication, we learn that Julie has confirmed that she will attend, and her husband Joe Kimball (former Star Tribune writer) will MC the event.

Nancy’s committee is getting into gear and Sue and Judy will be pitching sponsorships.

8. Year-end letter signing
   a. At this point the entire Board spent some time writing notes on letters that were being sent to friends and acquaintances and doing other tasks to ready the mailing.

9. Missions statement
   a. It was noted that there are some inconsistencies in our mission statement vs. our historical work or the historical perception of our work (do we represent all libraries? School libraries? Academic
libraries? Should we have representation from those groups on our board?)
b. Since this was coming up at the end of the Board meeting, we decided to take it up at our next meeting.

Meeting schedule for 2010

Board meetings (all 8:30 AM)
- Thursday, February 18
- Thursday, May 20
- Thursday, August 19
- Thursday, November 18

Executive Committee meetings (all 5:00 PM)
- Friday January 15
- Friday, April 16
- Friday July 16
- Friday October 15
Minnesota Library Foundation Board Meeting
Thursday, March 18, 2010
8:30 AM
Agenda

Location:
1619 Dayton Avenue
St. Paul, MN 55104
Conference Room 320

1. Appointment of Chair pro tem for election of President
2. Approval of minutes of November 19, 2009
3. Financial Report
4. Website Update
5. Lunch for Libraries
6. Silent Auction Update
7. Board development
8. Year-end Fund Raising
9. Minnesota Book Awards
10. Mission Statement
11. Adjournment

Mission Statements

[From existing Bylaws] The mission of the Minnesota Library Association Foundation shall be to benefit the community by raising, managing, and distributing funds to enhance the services of Minnesota libraries and increase public awareness of library services and service providers.

[Version on Fund-Raising Brochure] To benefit the community by raising and distributing funds to enhance the services and increase public awareness of Minnesota libraries.

2010 Board Meetings:
8:30 Thursday February 18
8:30 Thursday May 20
8:30 Thursday August 19
8:30 Thursday November 18
Minnesota Library Foundation Board Meeting  
March 18, 8:30-10:00 a.m.

Present: Don Kelsey (Vice President/President), Nancy Hegdahl (treasurer), Susan Herridge (Secretary/Chair pro tem), Belinda Lawrence, Adam Lerner, Bill Keppel, Stu Wilson (by phone)

Absent: Jacki Betsworth, Jane Cunningham, Ben Trapskin, Lyndi Finifrock

Meeting was called to order at 8:30 A.M.

1. Susan Herridge volunteered to be the chair pro tem, for the election of a new President as Judy Nelson had submitted her resignation after the last meeting via email. Don Kelsey had indicated his willingness to stand for election, and the chair pro tem called for nominations from the floor. No nominations being forthcoming, Don left the room and the group had some discussion and then voted unanimously to elect Don Kelsey as the new president of the Minnesota Library Foundation.

During the discussion the group was concerned about Judy’s frustrations, and why she resigned and we resolved to try to address these frustrations so that Don would not have the same experience. We agreed that we would have a discussion about the role of the foundation in the library fundraising world and the scope of our ambition, at a future meeting. During this conversation it first surfaced that the Minnesota Association of Library Friends (MALF) had been discussing merging with the Minnesota Library Foundation. We agreed that Don Kelsey would make an exploratory phone call and report back.

2. Approval of minutes from November 19, 2009  
a. The minutes were approved.

a. The Board received the financial report from our Treasurer. At our previous meeting, Adam Lerner suggested that the format of the financial report include the same period last year, so that was incorporated. It shows that our current assets are at $71,754, which is up from $64,984 at this time last year.

b. The results of the year-end appeal are as follows: Approximately 1448 letters were sent out and about 10-15 (1%) were returned for bad addresses. We received 48 donations (3.3%) and a total amount of $3830, down by $70 from last year.

<table>
<thead>
<tr>
<th>Quantity mailed (net)</th>
<th># donations</th>
<th>response rate</th>
<th>$ donations</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 07:</td>
<td>1375</td>
<td>85</td>
<td>6.1%</td>
<td>$5947</td>
</tr>
<tr>
<td>Fall 08:</td>
<td>1546</td>
<td>61</td>
<td>3.9%</td>
<td>$3900</td>
</tr>
<tr>
<td>Fall 09</td>
<td>1448</td>
<td>48</td>
<td>3.3%</td>
<td>$3830</td>
</tr>
</tbody>
</table>
4. Website Update
   a. The committee met and the group identified several essential components to the web site development.
      i. Migrating current content to new site
      ii. Get a domain name with hosting
      iii. Develop a draft version of the site for the Board to review
      iv. Have the capability to integrate PayPal for online donations
   b. The group requested quotes from several web developers: $1500 from the individual that did the MLA site and $300-400 from Axel Snyder, Belinda's husband. There was a motion, approved, to award the contract to Axel Snyder.

5. Lunch for libraries.
   a. Nancy reported that the details remain the same as discussed in our last meeting. The invitations would go out at the end of this month, while Sue works on corporate sponsorships. Sue reported that she and Judy had sent letters out, but that finding like-minded sponsors was a little more difficult than the year previous, since there is no corporate niche for mysteries.

6. Silent Auction update
   a. Belinda reported that she had many applicants for the chair position and had three potential candidates – actually two co-chairs and a regional liaison. These folks are:
      Silent Auction Co-chair: Margaret Stone, Washington Co. margaretken.stone@comcast.net
      Silent Auction Co-chair: Angie Petrie, Washington Co. angela.petrie@comcast.net
      Host City Liaison: Mollie Pherson, SELCO mpherson@selco.info

7. Board Development
   a. Sue Herridge leads the committee for Board Development and after a brief discussion of the direction(s) that we may go, it was recommended that we hold off on any further recruitment until we have a chance to explore the issues relative to our future, our goals and the exploratory talks relative to a merger with MALF.

8. Year-end fundraising
   a. This is Lyndi's committee and since she was not at this meeting, the discussion was deferred until our next

9. Minnesota Book Awards (April 17)
   a. Everyone was encouraged to purchase a ticket and to sit together at a table at the event.

10. Mission statement
    a. The agenda listed the longer mission statement that is included in the by-laws and a more concise version that has been used on the web site and in other promotion. The board agreed to discuss this at our next board meeting.

11. Other
    a. Don proposed that we do a thorough by-laws review and upgrade at our next meeting. He will prepare recommendations for the group.
    b. The Board approved the reimbursement of Nancy Hegdahl for the $350 that she spent on a quilt for the next Silent Auction Raffle
Meeting schedule for 2010

Board meetings (all 8:30 AM)
Thursday, May 20
Thursday, August 19
Thursday, November 18

Executive Committee meetings (all 5:00 PM)
Friday, April 16
Friday, July 16
Friday, October 15
Minnesota Library Foundation Board Meeting
May 20, 8:30-10:00 a.m.

Present: Don Kelsey (President), Nancy Hegdahl (treasurer), Susan Herridge (Secretary), Belinda Lawrence, Jacki Betsworth, Bill Keppel, Stu Wilson, Ben Trapskin, Lyndi Finifrock
Absent: Jane Cunningham, Adam Lerner

Meeting was called to order at 8:30A.M.

1. Approval of today’s agenda
   a. The agenda was approved.
2. Approval of the minutes from March 18, 2010.
   a. The minutes were approved
   a. The Board received the financial report from our Treasurer. We have total assets of $71,649 which is up from $52,394, in the same period as last year.
   b. Our Minnesota Book Award Commitment is $1000.
   c. Don reminded us that we were polled via email as to our willingness to commit to our customary financial support of the MILE Institute, which we agreed to do so that the planners of the Institute could know that it’s there for them). We typically contribute $8000.
   d. A motion was made and carried that we file our registration with the Attorney Generals’ office.
4. Amendment of the Bylaws
   a. Don had previously circulated via email the proposed changes to the bylaws, which were mainly to clean up typos, reduce the complexity of some of the language. There were a few other changes that were suggested in the meeting, primarily pertaining to the language relative to the triggering of an independent audit and the regularity of our meetings.
   b. A motion was made and carried that we approve the changes to our bylaws.
   c. A complete copy of the changed bylaws are attached to these minutes.
5. Website updates.
   a. Ben has set up the PayPal account.
   b. Everything is up and we should take a look at the page and gather our feedback. Belinda will send out a note with Axel’s business email address so we can direct our feedback to him.
   c. We will ask Axel to come to our next meeting and present to the Board.
6. Lunch for Libraries
   a. Invitations are out, but we are having some difficulty with our mailing address, as evidenced by our Lunch for Libraries invitations RSVP’s bouncing back. We initially thought that it was the mail carrier, but it turns out that a glitch in the post office system (that continues to tie our mail to MLA) causes our mail to be returned with no forwarding address.
[NOTE: this information was gathered after our Board meeting. Don met with the post office after the Board meeting and determined that it was not a problem with the letter carrier (as we initially thought) but was a problem with how we are categorized in their computer system, which causes us to be inextricably linked with MLA, whose forwarding order had expired. Short term, the Post Office will rescind the expiration order and long term, they will look to process a computer fix so that we are recognized as a unique address from MLA. We may want to consider a PO box until this fix takes place. ]

b. Pioneer Press ran a very nice ad.
c. Nancy said that “something new and interesting would happen this year” as an enticement to come to the event.
d. Next year’s event is June 15 and we are pretty sure that the author will be Kevin Kling.

7. Silent Auction update
   a. All is proceeding as it should
   b. The co-chairs are:
      Silent Auction Co-chair: Margaret Stone, Washington Co. margaretken.stone@comcast.net
      Silent Auction Co-chair: Angie Petrie, Washington Co. angela.petrie@comcast.net
      Host City Liaison: Mollie Pherson, SELCO mpherson@selco.info
   c. Conference is October 6-8 in Rochester and the theme is “Serious Play”.

8. Board Development
   a. Don reported that Jane Cunningham had resigned because she had great difficulty in making meetings.
   b. We have two board vacancies and need to reconstitute the nominating committee.
   c. Don recommended that we consider redefining the role of the VP to be the President Elect of the Board.
   d. We had a discussion of the pros and cons of eliminating term limits or adding one more three-year term to the board service, so that we could have more organizational stability and institutional knowledge at our disposal.
   e. We also had a much broader discussion about our strategic purpose, the possible merger with MALF, of creating an organization with statewide fundraising capability. We will continue this discussion at our next meeting, or possibly as a specially scheduled planning meeting.

9. Year-end fundraising
   a. Sue and Lyndi will meet so that the information necessary to work on the year-end process can be transferred.

10. Discussion of Consent Agenda
    a. Don explained the theory behind a consent agenda (consolidation of the day-to-day reports that Board members commit to read prior to the meeting, and voting on these reports as a bloc, leaving more time to discussion big-picture strategy and larger issues.
    b. The Board voted to adopt the consent agenda process, starting with the next meeting.

11. Adjournment
(a) Meeting schedule for 2010

*Board meetings (all 8:30 AM)*
Thursday, August 19
Thursday, November 18

*Executive Committee meetings (all 5:00 PM)*
Friday July 16
Friday October 15

(b) Meeting schedule for 2011

*Board meetings (all 8:30 AM)*
February 17, 2011
May 19, 2011
August 18, 2011
November 17, 2011
Minnesota Library Foundation Board Meeting
August 19/8:30-10:00 a.m.

Present: Don Kelsey (President), Nancy Hegdahl (treasurer), Susan Herridge (Secretary), Belinda Lawrence, Jacki Betsworth, Bill Keppel, Lyndi Finifrock, Adam Lerner, Chris Olson, Director of MELSA and Axel Schneider, web developer.

Absent: Stu Wilson (flat tire), Ben Trapskin

Meeting was called to order at 8:30AM.

1. Approval of today’s agenda
   a. The agenda was approved.

2. Approval of the minutes from May 20, 2010.
   a. The minutes were approved

3. Axel Schneider provided an online web demo of our new website, to much acclaim.
   a. We discussed some upgrades that perhaps could happen in the future, such as having a “staff area” where Board members could get minutes and other documents pertaining to our duties.
   b. Axel noted that any further enhancements would not be included under this contract, but would need to have separate reimbursement.
   c. Sue noted that now that we have a website, we should also have a Facebook page.

4. Chris Olson, MELSA director, reported on a new MELSA initiative called “Future Initiatives”. The purpose of this project was to engage younger librarians to sit down and talk about the future of libraries (modeled after a similar project in the New Jersey state system.) Or in their words “to encourage fresh voices and fresh ideas without the “baggage” and entrenchment of ideas and politics that Boomers or Traditionalists often bring to the table.” Some examples of topics to be discussed are (a) the “greening of libraries” and (b) “e-books and the future of print books.” There is a contract with a futurist to help the process and there will be an October kickoff event. Chris was telling us this as an FYI because he may want our financial support in the future for some aspect of this project, due to our interest in promoting library leadership. No financial commitment was requested at this time.

5. Financial report.
   a. The Board received the financial report from our Treasurer. We have total assets of $71,788 which is up from $57,777 in the same period as last year.
   b. Also, an income and expense statement was provided for Lunch for Libraries. In 2010, we had income of $5278 and expenses of $3127.53 for a net profit of $2150.47. That is down from last year’s profit of $3042.29 and up from year one profit of $2484.
   c. Bill requested that the Board be provided an income and expense statement for the entire enterprise, not just for Lunch for Libraries. Sue noted that this would be akin to an organizational budget, giving us an overview that would make our financial decisions much easier, with more...
context. Don indicated that he and Nancy would get together and provide this overview for the next Board meeting.

6. Lunch for Libraries
   a. See discussion above.

7. Silent Auction update
   a. All is proceeding as it should
   b. Conference is October 6-8 in Rochester and the theme is “Serious Play”.
   c. We were not successful in receiving airline tickets since we lost our contact at NW Airlines/Delta, but our big items will be a quilt and a BUCA gift certificate.

8. Board Development
   a. Don reported that he had lunch with a potential candidate for our Board and emphasized our fundraising role after which she declined the opportunity. This was viewed as a good thing, since it meant we are being clear about our expectations.

9. Year-end fundraising
   a. Sue and Lyndi did meet so that the information necessary to work on the year-end process was transferred.
   b. Lyndi was working on getting the brochure/remittance envelope updated via a graphic designer at Lerner.
   c. Concern was expressed by Adam Lerner and others over our continued difficulties getting mail delivered correctly. Even a letter from Lerner addressed to MLF c/o MELSA was not delivered correctly. Our difficulties stem from a computer sorting system for the post office that match the first four letters of the name and the street numbers. Minnesota Library Foundation is thus confused with Minnesota Library Association. Items labeled the MLF Silent Auction seemed to be getting through OK.
   d. Note: after this meeting, Don reported via email: "I just spoke with the Main Post Office and they think they have worked out a solution to our mail problem. We can continue to use "Minnesota Library Foundation" as our mailing address. They have created an "alias" for us in their sorting system which will allow our mail to be treated as unique from MLA's mail and delivered to the 1619 Dayton address. I think it is safe to say, "problem solved".
   e. It was noted that at our next Board meeting in November is when we will be writing personal notes on the year-end appeal letters. If you have not yet submitted your list of contacts, please send them to Lyndi.

10. Mini-grant application process.
   a. Don presented the revised form for the upcoming Mini-grant application process. After reviewing, the group corrected a few typos and agreed that the maximum amount would be changed from $500 to $1000 (we do not have to award the maximum amount, but would like to, if funds allow, have the option to increase it.) We will not commit to doing five grants in our publicity about the Mini-grants, but will say 3 to 5 awards, thus preserving our flexibility. We agreed that we would delete the funding priority language about priority being given to those that are institutional
members of the MLA since we want our organization to support all libraries.

11. Adjournment

(a) Meeting schedule for 2010

Board meetings (all 8:30 AM)
Thursday, November 18

Executive Committee meetings (all 5:00 PM)
Friday October 15

(b) Meeting schedule for 2011

Board meetings (all 8:30 AM)
February 17, 2011
May 19, 2011
August 18, 2011
November 17, 2011
Minnesota Library Foundation Board
Minutes of Meeting Held
18 November 2010, 8:30 a.m.

Present: Jacki Betsworth, Lyndi Finifrock, Nancy Hegdahl, Donald Kelsey, Bill Keppel, Belinda Lawrence, Ben Trapskin

Excused: Sue Herridge, Stu Wilson

Absent: Adam Lerner

Don called the meeting to order. Motions were passed to approve the proposed agenda and the minutes of the August 19 meeting.

Silent Auction

Belinda brought the report of this year’s Silent Auction to the board. We got approximately the same number of donations as we have in previous years, but the bidding climate was not nearly as strong as earlier years. Our experience this year mirrors what others are reporting about the effects of a down economy.

Belinda brought a suggestion that we consider revamping the structure of the Silent Auction leadership to expand into a committee similar to the way we have organized Lunch for Libraries. Getting more people involved would help build in more continuity from year to year and would spread out the work over a larger group.

A motion was made and passed to change the Silent Auction structure to a committee.

Financial Report

Nancy presented the financial reports. In addition she presented a first draft of an Income/Expense report which the board requested at our last meeting.

Following a discussion of our procedures for taking charge cards Ben offered to investigate other options like PayPal to see if we can reduce the present cost of using the Heartland service for processing charges.

Board Appointments

The board made and passed a motion to renew the appointment terms for Jacki Betsworth, Nancy Hegdahl and Sue Herridge.

Don reported on communications received from Sue and Stu. Sue asked that we relieve her of the duties as Secretary for the Board. After a brief discussion, Lyndi volunteered to take on the secretary duties effective with the next meeting.
Don also reported on an e-mail he received from Stu Wilson indicating his wish to resign from the board. With regret and appreciation for Stu’s work on the MLF Board, the resignation was accepted.

Lunch for Libraries
Nancy reported that the June 15, 2011 is set for next year’s Lunch for Libraries. In addition, we have a commitment from Kevin Kling to be our featured author with Mary Ludington as our guest emcee.

Mini-Grants
Don will send the revised mini-grant application forms to Belinda and she will put them on the MLF web page. Don will send a notice to the MLA LISTSERV to let people know they are available.

Year-End Appeal
Don thanked Lyndi for all her work getting the year-end appeal letter and out donor envelope revised and duplicated. This year we decided to limit out mailing to our own mailing list since we have seen such low response from using the MLA mailing list in addition to our own. The result is that we will send out about 240 letters this year.

With no further business, the meeting adjourned allowing time for board members to add personal notes to year-end letters going to people they know.

Nancy Hegdahl,
Secretary pro tem
Minnesota Library Foundation Board Meeting  
Thursday, February 17, 2011  
8:30 AM  
Proposed Agenda

Location:  
1619 Dayton Avenue  
St. Paul, MN 55104  
Conference Room 320

1. Approval of the Agenda  
2. Approval of minutes of November 18, 2010  
3. Financial Report  
4. Year-end Fund Raising Report  
5. Silent Auction  
6. Lunch for Libraries  
7. Mini-grants  
8. New Business  
9. Adjournment

Scheduled Board Meetings:  
8:30 Thursday, February 17, 2011  
8:30 Thursday, May 19, 2011  
8:30 Thursday, August 18, 2011  
8:30 Thursday, November 17, 2011

Executive Committee  
5:00 Friday, April 1, 2011  
5:00 Friday, July 8, 2011  
5:00 Friday, October 7, 2011
Minnesota Library Foundation
February 17, 2011 Meeting Minutes

Present: Don Kelsey (President), Nancy Hegdahl (Treasurer), Lyndi Finifrock (Secretary), Ben Trapskin, Bill Keppel, Susan Herridge, Adam Lerner

Absent: Belinda Lawrence

Meeting was called to order at 8:30 a.m. Motions were passed to approve the proposed agenda and the minutes of the November 18 meeting.

Nancy presented the financial report. Bill requested that the Board be provided an income and expense statement including what’s been budgeted for the year.

ACTION: Nancy and Don will work on the statement.

Lyndi presented the results of the end of year appeal. The letter was sent to previous donors, Lunch for Libraries attendees, MILE participants and mentors, and names provided by board members. Don was pleasantly surprised by response. There is no advantage to using the MLA mailing list. Sue recommended looking for email list sources from other organizations (friends of libraries, MN historical society, etc.) We received 3-4 donations via paypal.

ACTION: Don will figure out cost per letter mailed.

Don, Belinda, and Margaret Stone met about the Silent Auction. Angie Petrie will still be involved but not as co-chair. Judy Todd is interested in helping. The effectiveness of the raffle was discussed. In the last few years it’s taken in less than the value of the items. Ending the raffle or bringing back the airline ticket- by donation from Delta, Airtran, or Sun Country or purchasing a ticket- was discussed.

ACTION: Ben will contact Delta.

Lunch for Libraries is June 15th at Macalester College. Kevin Kling is the speaker and Mary Ludington is the emcee. Sue is contacting foundations that support libraries, literacy, etc. to get a matching grant for donations given at the Lunch. Invitations go out the beginning of May.

ACTION: Send Nancy names of people that you would like to be invited.

Don has received all but one report from mini-grant recipients. We haven’t received applicants for this year because the MLA listserv is defunct. The deadline will be extended, and announced via MLA eblast and MINITEX listserv. The new deadline is March 31 with the decisions made no later than April 15. Checks will go out by April 30.
The fact that more disaster relief assistance may be needed because of spring flooding was brought up.
ACTION: Don will send reports to Nancy for Lunch for Libraries advertising.
ACTION: Lyndi will send Don information on MLA eblasts.

Jacki Betsworth has resigned from the Board but will continue to be on the Lunch for Libraries committee. There are currently 8 Board members. Our bylaws state a minimum of 12 and up to 15. We brainstormed ideas for board development. Adam has some people in mind from his staff and the publishing community. Lyndi will contact MILE grads. Nancy will contact an architect from Meyer, Scherer and Rickcastle.
ACTION: Don will send out board description.

Bill asked about MN Library Futures Initiative.
ACTION: Below are links to the MN Library Futures Initiative blog and website:
   https://sites.google.com/site/mnlfi2025/
   http://mnlf2025.blogspot.com/?zx=1f2c440e195a6e4f
Minnesota Library Foundation Board Meeting
Thursday, May 19, 2011
8:30 AM
Proposed Agenda

Location:
1619 Dayton Avenue
St. Paul, MN 55104
Conference Room 320

1. Approval of the Agenda
2. Action on New Board Appointments
3. Approval of minutes of February 17, 2011
5. Silent Auction
6. Lunch for Libraries
7. Mini-grants Report
8. Planning for 2011 Year-End Appeal
9. Sponsorship Invitation from MLA
10. Adjournment

Scheduled Board Meetings:
8:30 Thursday, August 19, 2011
8:30 Thursday, November 17, 2011
8:30 Thursday, February 16, 2012
8:30 Thursday, May 17, 2012
Minnesota Library Foundation  
May 19, 2011 Meeting Minutes

Present: Don Kelsey (President), Nancy Hegdahl (Treasurer), Lyndi Finifrock (Secretary), Ben Trapskin, Susan Herridge, Adam Lerner, Bellinda Lawrence, Jeff Mandyck, Lindsay Matvick, Kate Strickland

Excused: Bill Keppel

Meeting was called to order at 8:35am. Agenda and February 17 Minutes were approved.

Board discussed new board appointees and elected Jeff Mandyck, Lindsay Matvick, and Kate Strickland.

New board members were welcomed and introduced. Don gave a background of the Foundation for the new members. The Foundation grew out of the Minnesota Library Association (MLA). MLA had a legal defense fund which no one had made use of for many years. The fund was transferred to the Minnesota Community Foundation. The Minnesota Library Association Foundation was established. The Foundation receives interest from the fund. The name was changed to Minnesota Library Foundation two years ago to more accurately represent that the Foundation supports all Minnesota libraries. The Foundation raises funds through the Silent Auction, Lunch for Libraries, and year-end appeal. The Foundation supports the MLA Leadership Institute, offers mini-grants, provides emergency grants, and considers requests for special projects in the library community (MN Book Awards, State Library Library Science Collection, etc.) The MLA Leadership Institute (MILE) began 10 years ago when Mary Wagner, then director of St. Catherine’s Library and Information Science program and Carol Johnson, director of St. Catherine’s Library, imagined a leadership training and personal development opportunity for the library community. Sue Hall, Don Kelsey and others joined them to plan the first Institute in 2005. Since then there has been an Institute every 2 years. It is limited to 25 participants; participants engage in a variety of leadership and personal growth activities such as StrengthsFinder, and put their skills into action by planning the next Institute. The Foundation has given a grant of $8000 to underwrite the Institute for the past 3 Institutes.

Nancy presented the financial report. Nancy used QuickBooks to create a balance sheet and a profit and loss budget performance sheet. We discussed the new reports. We pay $50/month to accept credit card payments through Heartland but only use it a few times a year. We have a Paypal account and could consider dropping Heartland.

**Action Item: Ben and Nancy will discuss and make a recommendation to the Board at the August 19th meeting.**
Belinda reported on the current Silent Auction and gave a background on the Silent Auction. It has been held at the MLA conference since 1992. It brings in $6500-$8500 each year. Items are donated from the community and libraries/library staff. Margaret Stone is the Silent Auction chair. She is soliciting donations in Duluth, where the 2011 conference will be held. Angela Petrie, Silent Auction committee member, has sent out solicitation letters for donations. There will be a credit card reader at the auction this year. A quilt will be raffled, and possibly airline tickets. Ben will continue looking into the airline tickets. It was suggested that business cards could be used as raffle entries. New ideas were discussed such as online bidding for top items and electronic bidding (bidpal).

**Action Item:** Belinda will send Kate a list of items donated in the past.

**Action Item:** Ben will contact Delta.

Nancy reported on Lunch for Libraries. 37 have signed up and 3 tables have been sold. Kevin Kling is the speaker and Mary Ludington is host. This is the 4th Lunch for Libraries. Previous Lunch for Libraries featured Lorna Landvik (75 attendees), Dan Buettner (150 attendees), and Julie Kramer (75-80 attendees). The event is held at Macalester College and there is no fee for use of the facility. Sue was unable to get a matching grant for Lunch for Libraries; she will continue this effort for next year.

We received 3 requests for mini-grants.

**Lincoln High School - Four study carrels - $1,000 requested.** Lincoln High's new media center has started two new programs this year, a tutoring program and a Homework Help Program for who are having struggles preparing for exams, completing homework, and having difficulty grasping concepts being taught. The additional carrels will provide much needed quiet space where students can meet with a tutor or just find a quiet space to concentrate on their studies. The additional carrels are a first step in what is planned as an expanding program.

**Minneapolis Community & Technical College Library - Program to publicize the unique zine collection the library has acquired.** Funds are requested to support lectures and presentations in conjunction with the annual Twin Cities Zine Fest on July 16, 2011. $1,000 requested. MCTC Library has built a rich collection of zines but few people know of its existence. (A U of M researcher only learned of the collection while visiting another zine collection out-of-state!)

**Slayton Public Library - Project to purchase easels to expand the library's public art display capacity.** $629.34 requested to round out a $2200 budget coming from funds from City of Slayton and the Friends of Slayton Public Library. The library is engaged in a mural project in the children's area. The easels will enable the library to develop a small art gallery to feature additional local and regional artists as well as encouraging the public display of children's art. **Action Item:** Don will send Belinda the information on past mini-grants to post on the website.

Robin Ewing, MLA President, approached Don about being a sponsor at the MLA Conference. We discussed the sponsorship options and moved to sponsor at the $500 level.
We discussed the year-end appeal. In 2010 we updated the donor brochure and mailed letters to the 200+ on our mailing list. We did not use the MLA mailing list and it did not affect donations. We discussed options for the 2011 year-end appeal. The letter could focus on the MCTC zine collection, including photos and a story by the grant recipients. Kate suggested we could write different letters for different auditions (i.e. one letter for library employees, another for library friends.)

We discussed ideas for marketing and outreach such as an email list and Facebook page to promote events and grants (save the date for Lunch for Libraries, report on the mini-grants and leadership institute, etc.), and solicit donations. Currently we have some email addresses in our database. We would need to let people opt out and tell them we won’t sell their information.

Action Item: Don will create email mailing list from our existing emails. Ben will look into Constant Contact and AWeber. Kate will look into My Emma.

Agenda item for August meeting: Continue discussion on how we would do this and who would do it.

We discussed the MN Library Futures Initiative. We are interested in their progress and if they might need assistance.

Action Item: Lyndi will contact her friend who is involved in the Futures Initiative.

Respectfully submitted,
Lyndi Finifrock
MLF Secretary
Minnesota Library Foundation
August 18, 2011 Meeting Minutes

Present: Don Kelsey (President), Nancy Hegdahl (Treasurer), Lyndi Finifrock (Secretary), Ben Trapskin, Bill Keppel, Susan Herridge, Belinda Lawrence, Jeff Mandyck (via conference call), Lindsay Matvick.

Excused: Adam Lerner, Kate Strickland

Meeting was called to order at 8:35am. Agenda and May 19 Minutes were approved.

Lunch for Libraries
Profit was down because author was paid $1000, in previous years the author hasn't been paid. The committee has decided they will not pay an author again, and won't have an emcee at future luncheons. They received many comments this year. Some people said it's time to converse and meet old friends and would like more time to visit. Nancy was complimented for the invitation design. Don suggested doing a soundcheck before the event because the microphone is touchy. We discussed the audience (beyond libraries) for the event; it depends on the author but have had businesses, architects, friends of the board. Lindsay suggested fostering relationships with the publishing companies- they could sponsor if their author was selected, have their logo displayed, commit to sponsoring a table, etc. She also suggested having a group of authors present together.
Action Item: Don and Nancy will make Lunch for Libraries brochure to share with vendors at the MLA Conference.

Silent Auction
Margaret Stone, Silent Auction chair, send out an email to MLA members reminding people to donate. Donations are due on Oct 1st at the MELSA office, but people can bring donations to the Conference. Notable donations include Coca-cola memorabilia, lots of gift certificates, and a book clock. Don, Judy, and Nancy will be at the Silent Auction, which runs each day at the MLA Conference. Jeff asked how donations were solicited and it was suggested he contact Margaret.
Action Item: Don will send Jeff Margaret's contact information.

Mini-grants
We discussed the possibility of advertising the mini-grants during a luncheon or the annual meeting at the MLA Conference. It was suggested that the Foundation do a session on mini-grants and our other programs at the 2012 conference.
Action Item: Don will make a mini-grants informational flyer for MLA Conference.
Action Item: Don and Belinda will make sure current information is on the website.

Annual Appeal
Jenny Sippel, who received a mini-grant for MCTC's zine collection, is willing to write something for the letter. It was decided that we should also have a comment from a
2011 MILE graduate. At the November meeting we will write personal notes on the letters.

**Action Item:** Don will contact Jenny and a MILE grad.

**Libraries of Minnesota event**

MHS Press is having a book signing with the 7 authors featured in and the photographer of *Libraries of Minnesota* at Red Balloon on Dec 4. Red Balloon wants to donate some of the profits and Chris Olson (MELSA Director) suggested donating to the Foundation. We’d like to advertise the event at the Silent Auction. Jeff suggested AIA could promote it as well.

Respectfully submitted,
Lyndi Finifrock
MLF Secretary
Minnesota Library Foundation
November 17, 2011 Meeting Minutes

Present: Don Kelsey (President), Lyndi Finifrock (Secretary), Susan Herridge, Jeff Mandyck, Lindsay Matvick, Kate Strickland
Absent: Nancy Hegdahl (Treasurer), Belinda Lawrence, Ben Trapskin
Excused: Adam Lerner

Meeting was called to order at 8:40am. Agenda and August 18 Minutes were approved.

Financial Report
We did not have a Financial Report as the Treasurer was not in attendance.

Silent Auction
The Silent Auction Final Report 2011 was distributed to the Board by Don via email. Margaret Stone is willing to chair one more year.

Lunch for Libraries Report
The Libraries of Minnesota book is the theme for the 2012 Lunch for Libraries. The authors featured in the book have been invited to participate. Confirmed- Kalia Yang, David LaRochelle, Marsha Wilson Chall, Nancy Carlson, John Coy. Maybe- Will Weaver. No RSVP as of yet- Pete Hautman, Dave Ohman (photographer). Each will talk about why libraries are important to them. We discussed several ideas: Could Common Good Books have Libraries of Minnesota and an additional book by each author for sale? Could we start recording the talks and create a video archive of presentations? Could we have drawing for the book or package of books from among those who donate at the lunch? We discussed using social media to market the event: Facebook, Twitter, could use paypal and a google form to register online. We also want to invite more in the publishing community. We noticed the date was incorrect on the website.

**ACTION ITEM:** Lindsay will talk to Nancy about these ideas, set up an MLF Facebook page, and create a Lunch for Libraries event in Facebook.

**ACTION ITEM:** Lyndi will email Belinda to correct the date and put up information about the 2012 theme on the website. (DONE)

Strategic Planning
Don proposed that the Board do a strategic planning session with Sue Hall, a consultant. Jeff could host at his office.

**ACTION ITEM:** Don will contact Sue Hall.

**Update via Nov. 17 email:** Don contacted Sue Hall and she is willing to facilitate a strategic planning retreat for a fee of $500. Early January 2012 was suggested. Don is meeting with Sue on Nov. 28 to discuss in more detail.
Board Recruitment
Bill Kippel has resigned from the Board. The question was raised as to whether or not we had a board matrix. We do not have a matrix but have informally decided to recruit outside the library community to publishers, architects, lawyers, etc. We brainstormed ideas for board recruitment: Someone from greater Minnesota? One of the sports teams? We would like to include board recruitment in the strategic planning process.

2011 Year-End Appeal Mailing
Each board member added personal notes to the year-end appeal letters.

Respectfully Submitted,
Lyndi Finifrock
Secretary
Minnesota Library Foundation  
February 16, 2012 Meeting Minutes  

Present: Don Kelsey (President), Lyndi Finifrock (Secretary), Nancy Hegdahl (Treasurer), Belinda Lawrence, Jeff Mandyck, Lindsay Matvick, Ben Trapskin  
Excused: Susan Herridge, Kate Strickland  

Meeting was called to order at 8:45am. Agenda and November 17, 2011 Minutes were approved.

Financial Report  
Nancy presented the balance sheet for December 2011 and January 2012. Nancy is currently using a trial of QuickTime non-profit version.  
**Action Item:** Nancy will research options for a permanent version.

Year-end Appeal Report  
We had 54 donors and grossed $4364. Don writes a personal note to each donor and people have remarked that they are very grateful to receive it.

Silent Auction  
Margaret Stone will continue as Silent Auction Chair for one more year. Margaret recommends discontinuing the raffle as it hasn’t garnered much interest in the past two years.

Lunch for Libraries  
Nancy and Lindsay met to discuss the ideas from the November meeting. We will have a book basket raffle for those who donate at the event. Lindsay reported that the authors are locked in and she will be contacting them as more details become available. She has created an MLF Facebook page and created an event for Lunch for Libraries. She will post author bio/features with a link to online registration on Facebook. The board reviewed and approved a proposal from digitalSymphonix for setting up online registration. We discussed the possibility of trying to get a matching grant again. Lindsay and Kate would like to get more publishers involved, possibly as sponsors. Jeff will contact 3M and TechLogic. The Lunch will be advertised in the Metronet newsletter, MINITEX listserv, MLA Roundup, and Pioneer Press.  
**Action Item:** Nancy or Belinda will notify Axel that we approved his proposal.  
**Action Item:** Jeff will contact Sue about matching grants.

Mini-grants  
We decided the deadline for submissions will be April 30. We will review submissions at the May 17th board meeting. We will notify winners and invite 2 people as guests to Lunch for Libraries. Winners will be announced at the Lunch.  
**Action Item:** Don will post submission information in the Minitex listserv, Metronet
MILE
Don reported that he and Margaret Stone had the idea of starting a MILE 2 program for graduates of MILE, possibly in the form of regional workshops. We discussed what the Foundation’s role in MILE should be and decided it would be a good topic for strategic planning.

Strategic Planning
Don had some health issues at the end of the year so the strategic planning retreat didn’t get off the ground. Don will be in contact with Sue Hall again about dates. We will use Doodle to settle on a date.

Scheduled Board Meetings:
8:30 Thursday, May 17, 2012
8:30 Thursday, August 16, 2012
8:30 Thursday, November 15, 2012

Respectfully submitted,
Lyndi Finifrock
MLF Secretary
Minnesota Library Foundation  
August 16, 2012 Meeting Minutes

Present: Don Kelsey (President), Lyndi Finifrock (Secretary), Nancy Hegdahl (Treasurer), Kate Strickland, Ben Trapskin  
Excused: Susan Herridge, Belinda Lawrence, Lindsay Matvick  
Absent: Jeff Mandyck

Meeting was called to order at 8:40am. Agenda and February 16, 2012 Minutes were approved.

Financial Report
Nancy presented the Balance Sheet and Profit and Loss Budget Performance as of July 31, 2012. Heartland fees continue to rise. We discussed looking into different options.  
ACTION ITEM: Kate will report back about the iPhone credit card reader they use at her work.

Lunch for Libraries
Everything went very smoothly. The raffle for the Little Library filled with books by the authors was popular. Some members of the Lunch for Libraries committee wondered if the Foundation should continue having the lunch. We decided that although the profit margin is small, it's a worthwhile PR event and we are “friendship” raising.

Silent Auction
An announcement about the silent auction will be going out to MLA soon. Donations have been coming in. Judy Todd is working closely with Margaret this year. We need to recruit a successor to chair the committee.  
ACTION ITEM: Don will talk to Margaret and Judy about potential chairs.

Mini-grants
We received 10 applications. We chose the projects that had significant matching funds. The recipients are:  
New Ulm Public Library- 150th Anniversary of the U.S. Dakota War  
Brainerd Public Library- Large Print Book Club in a Bag Program  
Westbrook Public Library- Teen Reading Area  
Virginia Public Library- Library Automation Project  
West End Elementary Library- Library Upgrade Project

Strategic Planning
We tabled this discussion.

Year-end Appeal
We need to start on the appeal letter. We discussed whether or not to promote GiveMN. We could promote it on MINITEX and email previous donors.  
ACTION ITEM: Don will email the committee for a volunteer to help him with the letter.  
ACTION ITEM: Kate will notify Don when the GiveMN date is announced.
MLA Conference Sponsorship
The Silent Auction provides enough visibility for the Foundation so we decided not to be a Conference sponsor.

MILE
The Foundation is currently the sole sponsor for MILE. Don met with the co-chair of the MILE planning committee and he thinks they will request more funding. Don suggested increasing the sponsorship to $10,000. Don is part of a presentation on MILE at the MLA Conference and will show the positive effect MILE has had on the library community.

Scheduled Board Meetings:
8:30 Thursday, November 15, 2012

Respectfully submitted,
Lyndi Finffrock
MLF Secretary
Minnesota Library Foundation
November 15, 2012 Meeting Minutes

Present: Don Kelsey (President), Lyndi Finifrock (Secretary), Nancy Hegdahl (Treasurer), Kate Strickland, Ben Trapskin
Excused: Susan Herridge, Lindsay Matvick
Absent: Jeff Mandyck, Belinda Lawrence
Guests: MILE Co-chairs Laura Morlock, Rick Eubanks

Meeting was called to order at 8:35am. Agenda and August 16, 2012 Minutes were approved.

Financial Report
Nancy presented the Balance Sheet and Profit and Loss Budget Performance as of October 31, 2012.

Silent Auction
Margaret Stone prepared a detailed final report for the 2012 Silent Auction. The auction raised $5607 and pick-up of items went more smoothly by implementing ways to notify winners throughout the conference. This is Margaret’s last year as co-chair. The MLA Conference will be in St. Cloud next year.

MILE 2013 Funding Request
Laura and Rick updated the board on MILE 2013 planning. The board approved their request for $10,000.

Mini-grant process for 2013
Nancy proposed we delay the next round of mini-grants to Dec 2013. The board discussed this. We decided not to delay and will accept applications from January 15 to February 15, and the board will review applications at the May 16 meeting. Recipients will be announced at Lunch for Libraries.
ACTION ITEM: Update MLF website.
ACTION ITEM: Don will send announcement to MINITEX.

Year-end Appeal
Don will write the letter. Don will send the mailing list to the board. Year-end appeal letter stuffing party to be determined.
ACTION ITEM: Send new names to Don.
Scheduled Board Meetings for 2013:
8:30 Thursday, February 21, 2013
8:30 Thursday, May 16, 2013
8:30 Thursday, August 15, 2013
8:30 Thursday, November 21, 2013

Respectfully submitted,
Lyndi Finifrock
MLF Secretary
Minnesota Library Foundation
August 22, 2013 Meeting Minutes

Present: Don Kelsey (President), Lyndi Finifrock (Secretary), Nancy Hegdahl (Treasurer), Lindsay Matvick
Absent: Ben Trapskin, Kate Strickland

Financial Report

Silent Auction
Lyndi asked if we could use the Square for credit card processing. Lyndi will order 2 Squares and Don and Lyndi will bring iPads to use with the Square at the conference. Nancy will set up the account with our bank. In the future it would be helpful to have a Silent Auction committee; it's a lot of work for 1 or 2 people to organize. Don will make a poster to have at the Auction advertising this year's mini-grant recipients, lunch for libraries, support of MILE, etc.

Website
Send anything that needs to be updated to Lyndi.

MILE 2013
Don attended the last day of MILE. It was another very successful institute.

Lunch for Libraries
The Committee is thinking about trying to get a bigger name. They'd like to see if Garrison Keillor would do it. They're also considering Erin Hart, Jon Sanford, Dave Kenney and Thomas Saylor's new book *Minnesota in the 70s*, Stu Wilson and Dave Page (new non-profit and book about F. Scott Fitzgerald) or one of the MN Book Awards authors.

New Member Recruitment
We need a balance of community members and library people. We discussed needing to have a strategic planning meeting before we start thinking about new member recruitment.

Year-End Appeal
Don will draft a year-end letter.

Mini-grants
Here are the recipients for this year:

- Hibbing Public Library in support of a project to preserve the Hibbing Daily Tribune.
Minnesota Library Foundation
November 21, 2013 Meeting Minutes

Present: Don Kelsey (President), Lyndi Finifrock (Secretary), Nancy Hegdahl (Treasurer), Lindsay Matvick
Absent: Ben Trapskin, Kate Strickland

Meeting was called to order at 8:40am. Agenda and August 22, 2013 Minutes were approved.

Financial Report
Nancy presented the Financial Report. Nancy is wondering if we should cancel our Heartland account and rely on Paypal and the Square for credit card transactions.
**ACTION ITEM:** Lyndi will send Nancy our Square account information.

Silent Auction
The Silent Auction was very successful for a greater MN conference. $5500 was raised. We’re thinking about raffling a Little Free Library next year.

Year-end Appeal
Don reworked the letter and listed headline summaries of the mini-grant projects instead of writing a prose letter. His granddaughter will help with the mailing.

Lunch for Libraries
The Committee is still trying to decide on an author. Room is reserved at Macalester.

Mini-grants
The website needs to be updated with this year’s information. The mini-grants need to be promoted.
**ACTION ITEM:** Don will send Lyndi the information for her to post.

Scheduled Board Meetings for 2014:
8:30am Thursday, February 20, 2014
8:30am Thursday, May 15, 2014
8:30am Thursday, August 14, 2014

Respectfully submitted,
Lyndi Finifrock Fabbrini
MLF Secretary
Minnesota Library Foundation
Board Meeting - 20 February 2014

Present: Nancy Hegdahl, Donald Kelsey, Lindsay Matvik, Ben Trapskin
Chris Olson, guest
Excused: Lyndi Fabbrini

The meeting was convened at 8:35 a.m.

The minutes of the board meeting on November 21, 2013 were approved.

Nancy gave the financial report. We are still retaining Heartland as a processing service for our charge transactions. Nancy expressed reluctance to terminate that service. The board suggested that we keep it through Lunch for Libraries. Lyndi has forwarded to Nancy the information necessary to see up the Square for this service.

Lunch for Libraries - June 11

    The committee is still working on choosing an author. They have decided not to continue with the Little Free Library raffle this year. One has also been donated to the Silent Auction and we are still trying to figure out the best way to incorporate it. Raffles have not been a good money-maker for us for the past several years.

Board Recruitment

    There was a discussion about the need to get a clearer sense of our mission before we try to recruit additional members to the board. There was some discussion of the relationship of MLF to MALF, the friends organization. We invited Chris Olson to join the meeting to give us a better picture of MALF’s role and how it might relate to the foundation.

The meeting adjourned at 10:00

Donald Kelsey, Secretary pro tem
Minnesota Library Foundation
May 15, 2014 Meeting Minutes

Present: Don Kelsey (President), Lyndi Fabbrini (Secretary), Nancy Hegdahl (Treasurer), Lindsay Matvick, Ben Trapskin

Meeting was called to order at 8:40am. Agenda and February Minutes were approved.

Lunch for Libraries
Invitations have been sent out. Dave Page is the author. An ad will be in the Pioneer Press on May 18th.

Website
The website is corrupt and cannot be recovered. We should be able to retain our domain name. Ben moved to request a refund from Lunar Pages and explore other hosting options. Ben can develop a new website with a user-friendly content management system. Nancy seconded. Motion carried.
ACTION ITEM: Nancy will send Harold’s (Lunar Pages) contact information to Ben. Ben will build out a new website and send everyone the login information.

MALF
Don with contact the president to discuss our organizations.

Financial Report
We had an account under $500 in the MN Community Fund so the account is being closed and they will send us a check.

Silent Auction
The Conference will be in Mankato at the Verizon Center. The auction will be set up in the arena with the exhibitors.

Annual Renewal Registration
Resolved that the MLF Board approves submittal of the annual renewal registration to the Secretary of State for our 501(3) status. Ben so moved. Lindsay seconded. Motion carried.

Minigrants
Announce that we are accepting applications for minigrants at Lunch for Libraries. Also will need to post on minitex, metronet, and other library listservs. Applications would be due August 1 and selected at board meeting on August 14.
Liaison to MLA Board
Discuss at next meeting.

Next meeting is 8:30am Thursday, August 14, 2014

Respectfully submitted,
Lyndi Fabbrini
MLF Secretary
MLF Board Meeting 19 Nov 2015

Ben will talk to Ken about continued use of the MLSP address and store year.

Ben also see if we can reach 13th

* Don will call Sue/How are we going to move forward?
* contact MLSP offices — to get MLSP masters
* can WWF —

Potential Munhun
Laura Marlock
Melissa Brechlin

Plan to Feb 25 to for disc. on Scott, Melissa.
Minnesota Library Foundation
February 25, 2016 Meeting Minutes

Present: Don Kelsey (President), Lyndl Fabbrini (Secretary), Nancy Hegdahl (Treasurer), Ben Trapskin

Meeting was called to order at 8:27am.

Financial Report
Nancy distributed the Balance Sheet as of January 31, 2016.

MLA Liaison to MLF Board
Ben will ask Margaret Stone if a current board member can serve on this board, possibly Laura Morlock.

Board Recruitment
We should recruit from MILE participants. Don will call Adam Lerner. Ben will ask Marlene and someone from 3M/Bibliotheca. Lyndi will ask Rachel Gray. Nancy will contact Connie Borchardt. We will invite them to the May meeting.

Silent Auction
Erica Ross is organizing the Silent Auction again with help from her Bethel colleagues. The conference is in Duluth.

MLF address
MELSA is willing to let us continue using their address.

Upcoming meetings:
May 19, 8:30am
August 18, 8:30am
November 17, 8:30am
February 16, 2017 8:30am

Respectfully submitted,
Lyndi Fabbrini
MLF Secretary
- The Hmong Cultural Center in support of a new permanent exhibit about the Minnesota Hmong experience.
- Washington County Library for the addition of a Smart Play in the Stafford Branch.
- Dakota County Library for the translation of one of their key finding aids into Spanish and Somali.

Scheduled Board Meetings for 2013/2014:
8:30am Thursday, November 21, 2013
8:30am Thursday, February 20, 2014
8:30am Thursday, May 15, 2014
8:30am Thursday, August 14, 2014

Respectfully submitted,
Lyndi Finifrock Fabbrini
MLF Secretary