



Tolland Public Library Foundation, Inc.

Meeting of the Board of Directors

Agenda - February 8, 2010

1. Call to Order- February 8, 2010, 7:30 PM at Tolland Public Library Program Room
2. Attendance (✓ = present; T = present by telephone)
Phil Bognar Barbara Butler Linda Byam Betty-Lou Griffin Christine Hutton
Mary Jo Leahy Perne Maynard Heather Ricker-Gilbert Eric Weiss
Committee members: Kate Farrish
3. Review/Approval of Minutes – January 11, 2010, January 27, 2010, February 1, 2010 .
4. Reports of Officers
 - A. President –
 - Plan to present our advisor recommendation to the Feb. 23rd Council meeting
 - B. Treasurer-
 - Current balances: Eaton/Dimock Endowment, TPLF Endowment, Book Fund, Operating.
 - Report on selection of an accountant for our annual review.
6. Committee Reports -
 - Library Director - Town budget and progress on new flat screen computers for public access.
 - Finance Committee – Phil, Eric, Linda - See Endowment Management activities tracking. Report on advisor applicants and reference checks.
 - Public Awareness Committee: Betty-Lou, Chair; Kate, Heather
 - Betty-Lou submitted an article to the Tolland Monthly.
 - Eaton/Dimock Gift Recognition Activity Committee: Heather, Chair; Mary Jo, Betty-Lou, Kate
 - Updates to the Eaton gift recognition activities plan- will begin to research Eaton-Dimock family history and plan for the recognition activities
7. Items for review, discussion and action by the Board
 - Board decision on selection of investment advisor.
 - Information from FOI session
 - Records Keeping – Need to determine and document what we must store, where, for how long, e.g. US mail, e-mail, RFP documents, financial documents. Our goal is to have an “Information Records” coordinator and secure storage space for our records. Mary Jo will draft a board records policy.
 - Board Processes - Mary Jo will use the Checklists in the Non-Profit Principles and Practices document from the Connecticut Association of Nonprofits to determine what in we meet, need to create or improve and what does not apply, e.g. we have no employees.
 - Library roof leak and condition of program room carpet and chairs.
 - Any other new items
8. Announcements-
Our **next regular meeting** - 3/8/10 at **7:30 PM** in the Library program room
Agenda-
 - Progress on contract review of investment advisor and selection of an auditor
 - Committee reports on progress for our goals, revised priorities and commitments for 2010
9. Adjournment – goal before 9:30 PM