



Tolland Public Library Foundation, Inc.

**Meeting of the Board of Directors
Minutes - May 10, 2010**

1. Call to Order- May 10, 2010, 7:35 PM at Tolland Public Library Program Room
2. Attendance (✓ = present; T = present by telephone)
Phil Bogner✓ 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 and approved April 12, 2010 meeting minutes as submitted.
4. Reports of Officers
 - A. President –
 - No items to report
 - B. Treasurer-
 - Balances as of 4/30/10:
 - TPLF Main Operations = \$7,867.16
 - TPLF Book Fund = \$10,226.00
 - TPLF LT Endowment = \$5,938.41
 - Schwab Endowment account = \$570,499.03
 - Recent donation income and Foundation Expense report – Donations of \$30.48. Expenses of \$202.50 to pay attorney for review of Investment Advisor documents as well as approximately \$50 for folders and other materials to organize financial files.
 - Status on IRS 990 EZ filing – Mark Makuch, CPA indicated that we cannot file 990EZ because we are over the \$500,000 income threshold. He went through the 990 form questions so that he can prepare the 990. Mark will prepare the IRS 990 and forward it to Eric, Phil and Linda for review. If there are no changes, Eric will sign the form and it can be filed by the deadline of Monday, May 17th. If there are outstanding issues, he will file for an extension. The board approved paying Mark up to \$425 for the preparation and filing process.
 - Annual review (July) of our financial records by the town's financial officer and the Council – Eric will send over financial records to Christine at the end of June.
6. Committee Reports -
 - Library Director –
Progress on plans to use funds from the Eaton /King Endowment for on-line reference tools: Ancestry Library Edition, NoveList Plus, Consumer Reports Online, Credo Reference. Barbara indicated that the library currently has access to all four databases. She submitted copies of two of the invoices to Eric. Eric will make a grant to the library so that the invoices can be paid.

Progress on condition of program room carpet and plastic feet for chairs to prevent carpet damage – No update.
 - Eaton-Dimock-King Endowment Recognition Activity Committee: Heather, Chair; Mary Jo, Betty-Lou, Kate
 - o Reviewed planned program for the event.
 - o Perne plans to produce a DVD for the family with Eaton / Dimock / King family history. The DVD will be running in the program room before and after the recognition event.
 - o Heather has been working with the caterer. Current estimate for cost of luncheon in approximately \$1,767. The final number will depend upon how many attend the lunch.



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- o The family would like a presentation by Apex when they are here in June. Phil will work with the family to schedule this (possibly the afternoon of June 18th).
 - o We are still working on finding a coordinator for an authors' series funded by the endowment. Heather and Perne will connect about possible authors as well as a series coordinator.
 - o Final invitation list was discussed and it was decided to include family members (as provided by the King, Dimock, Eaton families), Town Council members, President of the Library Board, President of the Friends of Tolland Library as well as significant donors as identified by Betty-Lou.
 - o The money to pay for the event will come from the endowment. The board approved reimbursing the operating account with money from the endowment to cover the cost of the event.
 - o Phil will send out the invitation list for review as soon as he has it ready. Invitations will be mailed after that review.
 - o Betty-Lou had a sample plaque and indicated the cost for the plaque will be about \$100 - \$125.
 - o Mary Jo shared the letter from Senator Chris Dodd's office. She will have that framed for presentation to the family by Phil at the event.
- Public Awareness Committee: Betty-Lou, Chair; Kate, Heather
 - o Plans for communication relating to recognition celebration – Betty-Lou submitted an article for publication in the Tolland Monthly.
 - Finance Committee – Phil, Eric, Linda – No new items

7. Items for review, discussion and action by the Board

- Signing of our revised Investment and Spending Policy documents approved at 4-12-2010 meeting – Finance committee signed these documents.

8. Announcements-

Our **next regular meeting** - 6/14/10 at **7:30 PM** in the Library program room

Agenda-

- Final preparations for our Recognition / Celebration Activities
- Committee reports on progress for our other activities

9. Adjournment – 9:15PM

Submitted by Mary Jo Leahy, TPLF Secretary