



*Tolland Public Library Foundation, Inc.*  
**Meeting of the Board of Directors**  
**Minutes - September 22, 2009**

1. Call to Order 7:32 PM
2. Attendance (✓ = present; T = present by telephone)  
✓ Hollie Barnas      ✓ Phil Bogнар      ✓ Barbara Butler      ✓ Linda Byam  
✓ Betty-Lou Griffin      ✓ Robert Maynard      ✓ Heather Ricker-Gilbert      ✓ Eric Weiss

3. Approved Minutes of June 18, 2009 meeting with one typo correction.

4. Reports of Officers

A. President –

Phil reviewed and discussed the following activities we must complete this year to properly manage the substantial increase in assets expected from the Eaton estate gift:

1. Set-up a "short term" fund holding account at Webster Bank, a Secured Municipal Account or "SMA", which is a fully collateralized money market account with tiered rates. - COMPLETE
2. Submit the forms to ING to transfer our portion to an IRA Beneficiary Account - COMPLETE
3. Create and approve an investment policy to provide structure and bounds for how we want our adviser to manage our endowment funds. – COMPLETE, board reviewed and made changes to document during meeting, then approved the document.
4. Create a spending policy to guide how we will estimate and allocate gifts from investment income.
5. Document our criteria for selecting an investment adviser and fund custodian. Active – Phil, Linda and Eric are reviewing a draft document for full board review at our next special meeting.
6. Complete a search to select the adviser and a financial institution with brokerage services to be the fund custodian. Active – Linda has a list of potential investment advisors.
7. Select an investment adviser and agree on the contract terms including fees and services to be provided. Request review / approval of the contract with the investment adviser by the Town Manager, Town Attorney and the Foundation members, the Council.
8. The recent market rise has added about 15% YTD to the value of the portfolio, gains we would not have achieved in the static Webster Bank SMA account. The market direction now to year end is uncertain. We decided that our strategy would be to leave the funds in their current diversified funds until we determine there is a reason or market changes that would make it prudent to close the account and transfer to the "cash account". The Board agreed unanimously.
9. Submit the forms to ING to close our IRA Beneficiary Account and request the proceeds be transferred to our Webster Bank SMA account or new fund custodian. This must be done by year end even if all the above is not complete.
10. Based on our investment policy work, with our adviser to transfer funds from the "cash" account to appropriate investment funds for long term management of the endowment.

We have created subgroups to work on some of the necessary tasks.

- Phil, Eric and Linda – Drafted Investment Policy
- Phil, Eric and Linda – Drafted Spending Policy, based on prior research; board to review at next session.
- Eric – Created draft of questions and criteria for Investment Manager selection and RFI; Phil, Linda and Eric to review.
- Linda – has queried board members and other sources to come up with a list of potential Investment Managers to send RFI.
- Heather – Communication with the estate and draft publicity for the community to fully recognize the history and contributions of Elizabeth King Eaton and Phoebe Dimock King.



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Phil will be making a presentation to the Town Council on October 13<sup>th</sup> at 7:30 p.m. regarding the Eaton gift and work done to date. The board will schedule an additional working session prior to this meeting.

Phil is scheduled to meet with the Town Manager prior to the presentation to the Town Council to get his feedback. All board members welcome to attend. Meeting will be Thursday, October 1 at 4:00 p.m.

We are working with the estate to make a determination of the official "valuation" amount of gift. Is this the value of the account at date of death? At transfer date? Once we determine the valuation, we need to work with family to ask permission to release the gift amount.

In July Phil setup QuickBooks on the PC of the Town's Assistant Finance Director / Treasurer, Agata Herasimowicz. This will allow our Treasurer to send her copies of our books electronically for her review.

**B. Treasurer-**

- Our current account balances as of 8/31/09 are for the operating fund \$9,706.47, book fund \$10,142.53, and long term endowment account \$5,889.93
- Donations received include \$100 from the Norris Family and \$100 from Tolland Junior Women. \$12 in interest. Expenses include \$500 in legal fees and \$25 annual State of CT filing fee.
- The donor's family has asked us not to publicize the assets in our ING Beneficiary IRA account without their prior approval. Fund is up 7% in six weeks as a substantial portion of the account is in equities. We are aware that the value may go higher or lower in the short term. Our research suggests this allocation is appropriate for endowment funds held in perpetuity.
- Updates of treasurer's duties description based on IRS 990 filing and Aetna Foundation online. The 990 filing will be more complex this year. Eric will research it. Eric will create a draft of next year's budget document for our next meeting.

**5. Report of Library Director-**

Now that the state passed a budget, what are the consequences for the town and library? Barbara reported that there is no money for construction and to expect no grant money (LSTA). The state did not cut CCAR, the internet funding or Inter Library Loan funding.

At this point we do not need to make any grants from the funds raised by last fall's mailing.

Barbara was able to cover cuts in her supply budget with \$1000 donation from the Garden Paths and about \$1000 from the Eaton obituary. The Friends of Tolland Library purchased the new automate book receipt system. The library will be getting a copier, same deal as the last one, with a new company.

Barbara did some research for the family of Elizabeth King Eaton to find out when Phoebe King worked at the library – from 1961 to 1982.

**6. Special items/ New Business**

A. Endowment management activities – Agree on work assignments and schedule.

B. Progress on our Goals for 2009 -

- Strategy for annual appeal to businesses – We will mail to prior donors only. Phil will crate database of prior donors; Betty-Lou will create draft letter; Linda will send her last year's draft.
- The letter will include information about grants to the library based on cumulative donations from our prior several years' business mailings.
- Participation and our role for Tolland Trail Days. October 17<sup>th</sup> at Tolland Intermediate School. 12:00 – 3:00. Set up at 11:00. Perne will provide video of all trails! Betty-Lou suggested the possibility of selling or giving away chocolates but we decided the video would draw enough attention to our table.



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- C. October 13 - Annual Meeting / draft letter to Council - include 2009 accomplishments, 2010 budget, appointment requests - Betty-Lou, Heather, Hollie and Linda have terms that expire in October 2009. All are willing to be reappointed as directors except Hollie.

8. Announcements- next special meeting: Monday, October 5, 2009, 7:30, Library  
Agenda- Endowment management activities and annual mailing preparation

9. Adjournment – 9:35 PM

Submitted by Linda Byam  
TPLF Secretary