



Tolland Public Library Foundation, Inc.

**Meeting of the Board of Directors
Meeting Minutes - June 14, 2010**

1. Call to Order- June 14, 2010, 7:40 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 and approved May 10, 2010 minutes.
4. Reports of Officers
 - A. President – No items to report
 - B. Treasurer-
 - Current balances:
 - TPLF Main Operations = \$7,160.72
 - TPLF Book Fund = \$10,235.90
 - TPLF LT Endowment = \$5,944.16
 - Schwab Endowment account = \$538,481.15
 - Eric, Perne and Betty-Lou attended the May 26th probate hearing. There was nothing to report from that hearing. Nothing has been finalized.
 - The Federal tax returned was filed on time.
5. Committee Reports -
Library Director –
 - Town budget impact is similar to last year.
 - Availability of on-line reference tools: Ancestry Library Edition, NoveList Plus, Consumer Reports Online, Credo Reference. All are currently available at the library and all but the Ancestry database are also available remotely. Betty-Lou shared a display that she put together to inform library visitors about the databases.
 - Future plans for funds from the Eaton /King Endowment. Barbara indicated that the next priority would be a PC for the staff room. We also discussed whether professional development expenses for library staff could be covered by the endowment. No decision was made about this.
 - Progress on cleaning of program room carpet and plastic feet for chairs to prevent carpet damage. The carpet is scheduled to be cleaned before the event this weekend and the board put plastic feet (ordered by Barbara, funded by Friends) on many of the chairs. Betty-Lou will order vinyl feet to repair the remaining chairs.
Eaton/King Gift Recognition Activity Committee: Heather, Chair; Mary Jo, Betty-Lou, Kate
 - RSVPs have been coming in. Count of 55 was given to the caterer for lunch.
 - Heather reviewed the program and timeline for the day.
 - Proclamations are ready -Town Council and Senator Dodd. Kate prepared scripts for Steve Werbner, and Phil to use during the ceremony, Fred Daniels will read the proclamations.
 - We will all gather in the program room at 10:45. A few of us will be stationed at library entrance as greeters, others will give out nametags (being prepared by Betty-Lou) in the program room.
 - Perne will set up his video to be running in the program room as guests are arriving.
 - Options for an authors' series – Kate, Mary Jo and Barbara will put together a plan to share with the board about an author's series. Goal is to start the author's series in October/November 2010 with events held quarterly thereafter. Tentative budget of \$250 per event.
 - Heather has confirmed details with both the Arts Center and the caterer.



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- Perne plans to produce a DVD for the family with Eaton-Dimock-King family history as well as pictures taken during the June 19th event.
- Presentation by Apex on June 18 at 1:30 p.m. in the Library Program Room. Al will provide handouts for up to 6 individuals, about a 20-25 minute talk with 5-10 minutes for Q&A.
- We agreed to describe the value of the endowment as approximately \$500,000 while the estate is being settled.
- Betty-Lou showed the board the plaque that will hang in the library. The board approved of the foundation paying for the expense of the plaque. Those funds will not come out of the endowment.

Public Awareness Committee: Betty-Lou, Chair; Kate, Heather

- Betty-Lou has contacted the JI about covering the event. While they were unable to send someone, they would consider publishing photos that we submit of the event. Perne and Betty-Lou will work together on this. Betty-Lou will also send them some information ahead of time so that they can publicize the event.
- Betty-Lou is still working on getting in touch with someone from the Reminder.
- Heather will have the parents of the children participating in the event sign a release so that they can appear in photos.
- 5 brass nameplates with logo were engraved, and will be placed on donated computers tonight. The total cost was \$30 (on same bill as plaque), and will be paid with Foundation funds.
- Linda will submit a publicity release for the September Tolland Monthly, to focus on new databases and remote access.
- Kate will submit a publicity release for the October Tolland Monthly about the authors' series.

Finance Committee – Phil, Eric, and Linda – Perne will let Phil know when the file cabinet is at the library and he will schedule time for the finance committee to organize board records and RPF responses.

6. Announcements-

Our **next regular meeting** – September 13, 2010 at **7:30 PM** in the Library program room. Additional meetings tentatively scheduled for October 4, 2010 and November 8, 2010.

7. Adjournment – 9:10 PM

Submitted by Mary Jo Leahy
TPLF Secretary