



Tolland Public Library Foundation, Inc.
Meeting of the Board of Directors
Agenda - March 19, 2009

1. Call to Order 7:30 PM

2. Attendance (✓ = present; T = present by telephone)

Hollie Barnas

Phil Bognar

Barbara Butler

Linda Byam

Betty-Lou Griffin

Robert Maynard

Heather Ricker-Gilbert

Eric Weiss

3. Review/Approval of Minutes – January 15, 2009

4. Reports of Officers

A. President –

1. The Foundation has been notified by ING Financial that a deceased client has named the Tolland Public Library the beneficiary of an IRA account. Since the Foundation can not receive these assets in an IRA account I will work with the ING representatives and town attorney to have the ING account closed and the proceeds sent to us in a check that we can deposit in our accounts. I will request the Foundation approve a “resolution” to notify ING Financial that in accord with our by-laws, the President of the Foundation Directors Board has the responsibility and authority to sign the appropriate forms required for this transfer of funds. ING has not released the value of the funds and we will need a Board session to allocate funds after we receive them.

2. I have asked the town attorney to determine if the Town has a brokerage account, or should we establish one, to facilitate future individual donations in stock form (rather than forcing the donor to sell the stock and pay capital gains to provide us a “cash” donation). This is not needed now for the ING IRA asset transfer.

B. Treasurer-

- Report on current balances for the operating, book fund and long term endowment accounts
- Report of donations received – and updates to our donor database
- Expenditures for Board approved grants - \$1,000 from our annual mailing campaign proceeds and \$900 from our book fund, transfer of \$800 from the mailing proceeds to our long term endowment account
- Prepared and filed the IRS 990 form and provided this to the town’s financial officer
- Annual review of our financial records by the town’s financial officer and the Council
- Obtained three licenses for the non-profit organization use of QuickBooks and setup for record keeping and reporting of foundation funds
- Updates of treasurer’s duties description based on IRS 990 filing and Aetna Foundation online.

5. Report of Library Director-

We provided funds to add to the book and multimedia collection. The 2009-2010 budget process is not complete. What are the implications for the library and our Foundation gifts for 2009 based on expected library budget reductions ?

The library does not have a public access copier. Do we work to address this service weakness?
If a new Bibliomation supported PC is not appropriate now are there other items the Foundation should fund now?



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6. Committee Reports-

Publicity – Progress reports on:

Phil will update the public recognition plaque of donors in the library base on results of our 2008 mailing.

Betty-Lou is drafting an article to publish in the March or April Tolland Monthly (February/March 10 deadline). Betty-Lou will contact Mr. Charbonnier to get “Big checks” for our two grants made this month. We will stage a donation/photo opportunity for TPLF members and library staff. Photos will be published in the Tolland Monthly with a “Thank You” article.

7. Special items/ New Business

A. Election of Officers – Vice President position open.

B. Progress on our Goals for 2009 -

- Continue to improve public and business awareness of the Foundation.
- Gain formal recognition by more Connecticut employers/corporations to facilitate Tolland resident employee matching gifts.
- Provide grants to the library based on donations from our 2008 business mailing.
- Conduct our annual business appeal.
- Explore options to increase the long term endowment fund assets.

C. Participation and our role for Tolland Trail Days

D. Any other new items

8. Announcements- next regular meeting: June 18, 2009, 7:30, Library

Agenda- Any actions on funds from estate gift to the foundation, progress on our goals.

9. Adjournment – goal before 9:30 PM