



*Tolland Public Library Foundation, Inc.*

**Meeting of the Board of Directors**

Minutes - January 15, 2009

1. Call to Order 7:40 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. Minutes from out September 2008 meeting were approved.

Special items:

Election of Officers – Phil, Eric and Linda will continue with their responsibilities as President, Treasurer and Secretary respectively, the Vice President position is open.

FOIA Meeting Agendas and Minutes to Town Clerk – Linda will call the town clerk to ask what is the best way to get them our minutes and agendas to post on the town website.

4. Reports of Officers

A. President –

1. The Council accepted Phil's report in October 2008 and did not reject our budget for 2009.

We estimated income from donations and interest to be \$3000. Projected total expenses of \$3600 to include grants to the library (\$3,000), reprinting of our Foundation brochure for mailings (\$400), and miscellaneous fees / expenses (\$200).

2. Wireless Internet access (Wi-Fi hotspot) is operating successfully in the library. Documentation / instructions were provided to the staff on how to reset the hardware and determine if Comcast should be contacted for a service outage.

B. Treasurer- Report of donations received - \$3190 total received from the 2008 campaign.

Acknowledgements were sent for gifts over \$250, and thank you notes sent to all donors. Current account balances as of 12/1/08: Total (Operating Fund, Book Fund, and Long Term Endowment together) \$25,900.49; Book Fund: \$10, 940.28; Long Term Endowment: \$5,031.42. Eric is working on a new financial summary page to provide to TPLF board members. IRS filing of Form 990-EZ annual report – the president and treasurer will review and verify figures, sign, and send to the contacts at the Town of Tolland and the IRS.

5. Report of Library Director-

1. The Director's first choice for a grant would be to add to the multimedia collection. Barbara's budget has been frozen, so she would prefer the money go to the multimedia rather than a new PC.

We advertised in our appeal that the top priority of the funds was a PC – how do we handle the change of priority? Need to confirm with Director what the remainder of our grant will fund.

2. What have we learned from the Focus Group on the library future? Phil and Betty-Lou attended the meeting, but there is not direct action necessary for TPLF

6. Committee Reports-

1. What did we learn from the 2008 mailing? Based on who contributed, we decided our next fall mailing will be just to prior donors, personal contacts and new businesses. We can discuss this again if necessary prior to the mailing. The linen finish paper does not work well with an ink jet printer – it smudges too easily. We will consider doing the mailing earlier in the year. Our new process will include:

1) Review of existing database; indicate prior donors

2) Indicate potential donors and personal contacts

3) Create new paired down database

4) Divide database up to review addresses, spellings, contacts, etc. for accuracy

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2. Publicity –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. Establish our Goals for 2009 - Our draft primary goals for 2009 will be to:

- 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.

B. We approved allocation of donations to our accounts and Foundation grant is as follows:

From an approximate \$3,200 base: \$1,000 for additions to the multimedia collection; \$800 to the Endowment Fund and if the Library Director agrees \$1,400 for a public access PC.

We also approved a \$900 grant of interest from the Book Fund.

C. Verified meeting dates for 2009 on the 3ed Thursday's - 1/15, 3/19, 6/18, 9/17

D. No other new items

8. Announcements- next regular meeting: March 19 (snow date March 26) 2009, 7:30, Library  
Agenda- annual review by town's financial officer and submitted to the Council, progress on our goals.

9. Adjournment – 9:45 PM

submitted by Linda Byam  
Secretary, Tolland Public Library Foundation  
1/19/2009