



MINUTES

REGULAR MEETING OF THE TRUSTEES OF THE WADLEIGH MEMORIAL DEVELOPMENT FUND

October 1, 2013, 7 p.m.

The regular meeting of the Trustees of the Wadleigh Memorial Development Fund was held on October 1, 2013 at the Wadleigh Memorial Library. The Trustees whose names are checked below were present in person:

<u>Trustee Name</u>	<u>Present at Meeting</u>	<u>Trustee Name</u>	<u>Present at Meeting</u>
Peter Basiliere	<input checked="" type="checkbox"/>	Yvonne Beran	<input checked="" type="checkbox"/>
Bill Kokko	<input checked="" type="checkbox"/>	Michelle Sampson	<input checked="" type="checkbox"/>
Tom Schmidt	<input checked="" type="checkbox"/>		
Susan Taylor	<input checked="" type="checkbox"/>		

The meeting was called to order by Peter Basiliere at 7:05 p.m.

MINUTES

Minutes from the May 28th meeting were presented. The following corrections were requested: Revise to remove Bill Kokko as present and add Joe Trowbridge as present and include the resignation of Joe Trowbridge, and the vote to approve Yvonne Beran as a trustee.

VOTED – to accept the minutes from May 28th with revisions noted. All in Favor (AIF).

ELECTION OF OFFICERS

Peter Basiliere described the roles of Treasurer and Secretary. Upon motion duly made and seconded the following members were voted into each position:

VOTED: Yvonne Beran as Treasurer. AIF

VOTED : Susan Taylor as Secretary. AIF

VOTED: Peter Basiliere as President. AIF



VOTED: Bill Kokko as Vice President. AIF

FINANCE UPDATE

See attached for library fund statements. Peter Basiliere provided an update of finances, noting the senior grant disbursements. Peter reminded all present that Cecilia Steele has not submitted a bill for her work to date. Bill requested information about the senior grant. Michelle noted there are three mobile collections that are deployed to area nursing homes. New collections are purchased as needed to refresh collections. Peter stated that we have online access to the funds at TD Bank and that the statements are mailed to the Library in care of Michelle. Michelle informed Yvonne that she would notify her when statements are received.

OTHER BUSINESS

Tom presented an updated history of the library fund. Tom presented a mock-up of a website to maintain the Wadleigh Memorial Library Development Fund information including meeting notes and how to support. Discussion continued about what should be posted, including a “donate” area that can accept online donations. Susan suggested including a pledge form so that people can send in a check. Bill suggested including information about planned giving. Tom committed to trying to keep the site up to date once established. All thanked Tom for his work collecting the information for the website.

ACTION: Susan to research online donation processors

ACTION: Susan to provide copy for donations including leaving the trust fund in estate planning.

Trustees discussed the articles of agreement. Bill to look for a more current version than presented at meeting. Clarity about when the Development Fund became a 501C3 needs to be determined as well as verification of the current EIN (presented as 22-2670704 but needs to be confirmed).

ACTION: Peter Basiliere to confirm legal EIN.

Michelle provided an update on the addition. The Library Trustees issued an RFP for the design and cost analysis. Evaluating addition/renovation or complete rebuild to see which is most cost

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effective. 11 firms responded. Trustees selected winning architect, Lavallee Brensinger Architects. Goal is to have conceptual plans by spring 2014 to market for vote in March 2015.



Library purchased 29 Nashua Street property with Trustee Funds.

Michelle continues to try to raise grant money to address repair of fountain. Library Trustees need to balance fundraising for fountain repair against potential future fundraising for expansion. Michelle added fountain repair to library budget but is not confident it will remain.

Tom discussed idea of refreshing the bylaws. The most recent revision was from 2002.

ACTION: There is a need for the trustees to determine when terms expire and when to hold officer elections. This needs to be discussed at next meeting.

ACTION: Tom will mark up bylaws and present revisions to members at next meeting.

Next meeting January 7, 2014 at 7 p.m.

ADJOURNMENT

There being no further business to come before the meeting, upon motion duly made and seconded, it was:

VOTED: To adjourn at 8:20 p.m.

Respectfully submitted,

Susan Taylor, Secretary