



**MINUTES**

**MEETING OF THE TRUSTEES OF THE WADLEIGH MEMORIAL DEVELOPMENT FUND**

**May 6, 2014 7:05 p.m.**

The meeting of the Trustees of the Wadleigh Memorial Development Fund was held on May 6, 2014 at the Milford Police Department. 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 January 28, 2014 meeting were presented.

VOTED – to accept the minutes from January 28, 2014. All in Favor (AIF).

**FINANCE UPDATE**

Yvonne presented the bank statements for the Wadleigh Library Development Fund. A request was made to keep a separate accounting of the Quinn/Senior's Grant (an anonymous gift received by WLDF on Jan 4, 2012). Approximately \$5k of this fund remains; Yvonne to present a balance for the next meeting.

Yvonne has been trying to obtain the NHCF balances, emailing Diane Covell to request a quarterly statement. Diane indicated that our 501C3 status as reported in GuideStar has been revoked and therefore NHCF has not posted earnings.

**ACTION:** Peter to call Diane Covell to discuss 5013C status.



Peter and Michelle spoke to Senator Ayotte to help resolve the IRS status issue. Ayotte staff has been communicative. Michelle provided authorization to staff to speak with IRS to help resolve. Cecilia is still trying to work with IRS as well. Michelle received a letter from the IRS stating that they received filing but not the required fee, and must receive fee within 90 days of April 23<sup>rd</sup>.

**ACTION:** Peter to call Cecilia tomorrow to determine if she filed for new 501C3 status or renewal of prior status.

The fund has not filed with the NH Dept. of State since 2005 (a five yearly filing). Need to submit application and pay fee/late fee to maintain the Fund's Certificate of Incorporation ~~achieve~~ ~~nonprofit~~ in good standing with State of NH. In addition to the five yearly filing, the Fund needs to file an Annual Report of its financial transactions, and we need to file the appropriate form (NHCT-2A), with a check for \$75 ~~we will be~~ to stay current.

Motion to authorize payment to State of NH for the certificate of revival with the State of NH. Peter 1<sup>st</sup>, Tom, 2<sup>nd</sup>. AIF.

### **FUNDING REQUESTS**

\$2,500 for summer reading programs.

\$4,000 for two 3D printers.

See grant request dated May 6, 2014.

Discussed strategy regarding decision about which printer to purchase using citizens and staff. Milford High School Applied Technology Center does not have access to a 3D printer. Reliability a concern as the printer is very environmentally sensitive. Approval of funding provides Michelle and staff the ability to determine the right equipment and process. Need to be sensitive to copyright rights, etc. Initially more of a "show and tell", but eventually a resource available to the community. Purchase supports the Library's strategic plan by providing access to cutting edge technology. Discussed eventual addition of a 3D scanner to help increase utilization of a 3D printer.

**MOTION** to authorize the \$6,500 purchase. Tom 1<sup>st</sup> Bill 2<sup>nd</sup> AIF.



## **BYLAWS**

Edits discussed and captured by Tom for approval:

Article 2, Section 4. Insert "including email".

Yvonne motion to approve bylaws as revised. Susan 2<sup>nd</sup>. AIF

Tom will incorporate changes into document. Susan will research how to notify the state of NH with updated bylaws.

Bylaw update must be filed with the state's charitable trust.

## **Other Business**

As of April 2014 there were 500 hits to Library Fund web page and increases about 100 a month.

Meeting adjourned at 8:35 p.m.

Susan Taylor, Secretary