

**KIMBALL LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING  
ATKINSON, NH 03811**

**August 17, 2016**

**Location: Kimball Library Meeting Room**

**Time: 1:10 PM**

- **Call to Order:** Chairman Jim Cobb called the meeting to order at 1:04 PM.
- **Roll Call:** Present were Trustees Marnie Finn, Jim Cobb, Chris Witteveld and Anna Winsett; Alternates Nina Gray, Wendy Doughty. Julie Hammond arrived a few minutes later. Director-Diane Heer was also present.
  
- **Purpose of the Special Meeting:** The meeting was convened pursuant to the request of Trustee-Treasurer Marnie Finn to discuss alternative investment (*i.e.*, banking) options for some of the Library's funds with a goal toward realizing a slightly better return on those funds. Current market conditions serve to generate very modest returns.
  
- **The Library's Various Funds:**
  1. Two checking accounts: (1) Funds collected from fines; and (2) Funds collected from coffee sales, copy revenues, and amounts reimbursed by the Town of Atkinson. These two checking accounts earn minimum interest on an annual basis.
  2. Donations, in varying amounts, from The Atkinson Women's Civic Club.
  3. The Ruth Campbell Fund, which is administered by the NH Charitable Trust, and which in 2016 has paid \$1145 in interest to the Kimball Library.
  4. The LeBosquet Fund, with a principal amount of \$50,000, which is currently held in a CD renewed in January, 2016, for two years. The interest from this fund is used to buy books for the Library.
  5. Elizabeth Smith Estate Fund, which has a current balance in excess of \$16,000. The money from this fund is used to buy items for the Library. Most recently, the money has been used for the Summer Reading Program and, with the Executor's consent, used to purchase special items such as the circulation software. (It was noted that the Executor has passed away.)
  6. General Savings Account, which has a current balance of \$10,008 on which it earned \$5.83 (.1%) in interest.

- **Issue Under Discussion: Whether to take some of the above-described funds and put them into a New Account with a higher yield rate and, if so, which funds and in which Financial Institution:** The amounts, uses and yields of the various accounts were discussed. Questions were posed and answered.

1. Trustee-Treasurer Marnie Finn suggested that \$10,000 from the Elizabeth Smith Fund (Item 5, above,) and the balance in the General Savings account (Item 6, above,) be used for the initial deposit in the New Account.
2. Some discussion ensued as to whether the donations from the AWCC (Item 2, above,) should be included also.
3. Some discussion ensued as to whether the principal from the Le Bosquet Fund (Item 4, above,) should also be included in the initial deposit, recognizing that doing so will incur a penalty for early termination of the current CD.
4. The financial institutions under consideration for the New Account include TD Bank, Pentucket Bank, Charter Trust, and, possibly, USAA's Bank.

- **Additional Points Made and Considered:**

1. Chairman Cobb asked how much money from each of its Funds the Library expends each year. The Library spends all of the miscellaneous donations (Item1); all of the donations from the AWCC (Item 2); all of the interest from the Ruth Campbell Fund (Item 3) because it is required to; and some amount from the Elizabeth Smith Fund (Item 5) each year.
2. Due consideration and discussion was afforded to compliance with the "Prudent Investor" rule. In this regard, there was general agreement that investment could not be made in stocks leaving the possibility of bonds and, more than likely, some kind of money market account.
3. Discussion ensued with respect to whether it would be prudent and in the Library's best fiscal interests to cancel the LeBosquet Fund CD (Item 4) and include the principal (\$50,000) in the New Account.
4. Discussion ensued as to how much the New Account would earn at TD Bank or Charter Trust, respectively. The available TD Bank information was reviewed.
5. Discussion ensued as how the Town of Atkinson invests some of its available funds. An inquiry in that regard may be made.
6. Trustee Chris Witteveld proposed USAA's Bank as a possible financial institution for the New Account.
7. Much discussion ensued as to whether the interest earned on the amounts to be deposited could be properly accounted for, *i.e.*, could the correct [percentage of the] interest be allocated to each source.

- **Motion:** Chairman Cobb made the following motion: that Trustee-Treasurer Marnie Finn be authorized to explore the possible return (interest to be earned) on a New Account, which would include \$10,000 of the Elizabeth Smith Fund remaining balance plus the \$10,008 in the General Savings Account and, alternatively, with the inclusion of the principle (\$50,000) from the LeBosquet Fund, at TDBank, Pentucket Bank and Charter Trust, respectively; and that Chris Witteveld be authorized to make a similar inquiry of USAA's bank. Anna Winsett seconded and the motion passed.
- On an unrelated matter, Director Heer said that Celeste Linnan had tendered her resignation due to health reasons. All agreed that Celeste had done an outstanding job with the Children's Programs, which had been well attended and so enthusiastically offered and received. All of us join in sending Celeste our very best and most heartfelt good wishes for a complete recovery.
- The meeting was adjourned at 1:45PM.

Respectfully submitted,

Anna Winsett  
Secretary