

Oshkosh Public Library
Trust Fund Management Advisory Committee
June 13, 2011 – 9:15 – 10:30 a.m.
Location: Lower-level conference room.

Minutes

Meeting called to order: 9:20 a.m.

Members Present: Arend, Gilderson-Duwe, Steeno, Stolley

Approval of the minutes of the March 8, 2011 meeting. Moved: Stolley; Second: Steeno.

Approved. Arend abstained. Molitor arrived at this time.

DREXLER BEQUEST

Discussed pending receipt of Marjorie Drexler bequest. Steeno and Molitor inspected reports received from M&I Wealth Management, which has been acting as personal representative of the estate. Molitor expressed satisfaction that the assets are invested prudently at present.

Committee members saw no immediate need to seek a change to the manner in which the assets are invested but asked to have clarification on two questions: 1) What fees have been and are being charged by M&I to manage these assets; and 2) What is the current status of M&I and of the library to these funds (i.e., is M&I now a custodian or is it exercising its own discretion as to the investment of the assets? When and how will the assets pass into the control of the library?) Gilderson-Duwe promised to seek answers to these questions and relay them to the committee members.

DRAFT TRUST FUND SPENDING PLAN

Committee discussed the spending plan outlined in Director's memo in Exhibit A. Committee generally supported the spending guidelines to be incorporated into Investment policy.

Discussion of the "Trust Funds for Library Excellence:" Discussion of authority and procedure for combining named funds into new funds. Committee recommends editing descriptions of new funds to create a flexible "Library Development and Support" fund that can support strategic plan initiatives, staff development and donor development as well as other functions. Committee discussed allocation of total assets among the new funds and suggested changes to the draft. Gilderson-Duwe will edit the draft, revising new fund descriptions and fund allocations for further committee consideration. Committee also discussed need for recognition of past donors in light of plans to combine funds of named funds into new topical/functional funds.

TRUST FUND INVESTMENT POLICY

Discussed draft investment policy, based on city's draft policy for Durow Fund. Steeno made several recommendations: 1) limit to a single investment policy that covers all funds, not a separate policy for each fund (other committee members agreed); 2) policy should include language that recognizes need for the library to reconcile its trust fund reporting with the city's trust fund reporting, audits, and other periodic reporting. Gilderson-Duwe will revise the draft for further committee consideration.

BOARD OFFICERS – FINANCIAL SECRETARY

Discussed the statutory parameters for the Library Board office of Financial Secretary.
Discussed need for bonding and how the officer would function in concert with the library board.
Discussed need for a Finance Committee of the Library Board to give direction to the Financial Secretary. Recognized need for more information about the state statutes on this issue. Arend will provide the committee with more information on this issue.

NEXT STEPS

1. Steeno will send meeting notes to Gilderson-Duwe for use in revising fund descriptions and investment policy – **DONE 6-13-2011.**
2. Gilderson-Duwe will revise the draft board resolution for establishment of the “Trust Funds for Library Excellence,” incorporating committee suggestions on descriptions and allocations.
3. Gilderson-Duwe will revise the draft Investment Policy.
4. Arend will provide the committee with more information about the state statutes in relation to the library board office of Financial Secretary – **DONE 6-15-2011**