

**TUCKER FREE LIBRARY, BOARD OF TRUSTEES – MEETING MINUTES FOR AUGUST 12, 2025**

<b>RECORDING SECRETARY</b>	<b>Angelica Ladd :SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:32</b>																								
<b>ROLL CALL</b>	<p><b>ACTION - RECORD ATTENDANCE</b></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>Present</b></td> </tr> <tr> <td>Angelica Ladd</td> <td><b>Present</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>Present</b></td> </tr> <tr> <td>Lynn Piotrowicz- DIRECTOR</td> <td><b>Present</b></td> </tr> </tbody> </table>	MEETING PARTICIPANTS	PRESENT	John Capuco	<b>EXCUSED</b>	Debra Kreutzer	<b>Present</b>	Angelica Ladd	<b>Present</b>	E. Joseph Petrick	<b>EXCUSED</b>	Frances Tain	<b>Present</b>	Lynn Piotrowicz- DIRECTOR	<b>Present</b>										
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<b>PUBLIC COMMENT</b>	<b>Public Forum –None present</b>																								
<b>ITEM 1</b>	<p><b>ACCEPT MINUTES OF PRIOR MEETING: MAY 27, 2025 &amp; JULY 16, 2025</b></p> <p><b>MAY 27, 2025 ACTION – MOVE TO ACCEPT: Fran</b> <span style="float:right"><b>SECONDED BY: Deb</b></span></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>yes</b></td> </tr> <tr> <td>Angelica Ladd</td> <td><b>yes</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>yes</b></td> </tr> </tbody> </table> <p><b>JULY 16, 2025 ACTION – MOVE TO ACCEPT: Fran</b> <span style="float:right"><b>SECONDED BY: Deb</b></span></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>yes</b></td> </tr> <tr> <td>Angelica Ladd</td> <td><b>yes</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>yes</b></td> </tr> </tbody> </table>	MEETING PARTICIPANTS	VOTE	John Capuco	<b>EXCUSED</b>	Debra Kreutzer	<b>yes</b>	Angelica Ladd	<b>yes</b>	E. Joseph Petrick	<b>EXCUSED</b>	Frances Tain	<b>yes</b>	MEETING PARTICIPANTS	VOTE	John Capuco	<b>EXCUSED</b>	Debra Kreutzer	<b>yes</b>	Angelica Ladd	<b>yes</b>	E. Joseph Petrick	<b>EXCUSED</b>	Frances Tain	<b>yes</b>
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<b>ITEM 2</b>	<p><b>TREASURER’S REPORT</b></p> <p><b>Trust Fund Accounting &amp; Manifest</b></p> <p>Bookkeeper’s summary data seems to be corrupted. Summary will be provided for meeting after director has a chance to compare bills with the report. Bookkeeper’s computer and software are obsolete. Suggest adding purchase to 2026 Budget.</p> <p><b>MOVE TO ACCEPT: Deb</b> <span style="float:right"><b>SECONDED BY: Fran</b></span></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>yes</b></td> </tr> <tr> <td>Angelica Ladd</td> <td><b>yes</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>yes</b></td> </tr> </tbody> </table> <p><b>Approval to pay Terry Knowles as follows: Total Bill \$500.00</b></p> <p><b>6-2020 Meetings and Membership \$150.00</b></p> <p><b>6-2030 Staff Development \$125.00</b></p> <p><b>6-5010 Technical Maintenance \$225.00</b></p> <p>Suggest setting a new line item for legal for 2026 if Trustees plan on pursuing an action on Town Trust Funds. – Maybe. We’re going to check with the town on how we’re covered with town legal.</p> <p><b>MOVE TO ACCEPT: Fran</b> <span style="float:right"><b>SECONDED BY: Deb</b></span></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>yes</b></td> </tr> <tr> <td>Angelica Ladd</td> <td><b>yes</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>yes</b></td> </tr> </tbody> </table>	MEETING PARTICIPANTS	VOTE	John Capuco	<b>EXCUSED</b>	Debra Kreutzer	<b>yes</b>	Angelica Ladd	<b>yes</b>	E. Joseph Petrick	<b>EXCUSED</b>	Frances Tain	<b>yes</b>	MEETING PARTICIPANTS	VOTE	John Capuco	<b>EXCUSED</b>	Debra Kreutzer	<b>yes</b>	Angelica Ladd	<b>yes</b>	E. Joseph Petrick	<b>EXCUSED</b>	Frances Tain	<b>yes</b>
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	<p><b>Monies to Accept: \$65.31 From Henniker Community School Student Council Book Sale (General Fund)</b>  <b>\$150.00 From LINEC, a thank you for use of space for their book group. (General Fund)</b>  <b>MOVE TO ACCEPT: Angelica</b> <span style="float: right;"><b>SECONDED BY: Fran</b></span></p> <table border="1"> <thead> <tr> <th>DebMEETING PARTICIPANTS</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>yes</b></td> </tr> <tr> <td>Angelica Ladd</td> <td><b>yes</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>EXCUSED</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>yes</b></td> </tr> </tbody> </table>		DebMEETING PARTICIPANTS	VOTE	John Capuco	<b>EXCUSED</b>	Debra Kreutzer	<b>yes</b>	Angelica Ladd	<b>yes</b>	E. Joseph Petrick	<b>EXCUSED</b>	Frances Tain	<b>yes</b>
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<b>ITEM 3</b>	<p><b>DIRECTOR'S REPORT</b></p> <p>A. <b>Summer Summary</b> 2025 was BUSY! (2,459 visits and 3,902 checkouts during the six-week effort) and 53 programs with 497 attendees of all ages. Two marketing approaches are believed to have contributed to the success: 1) RSVP System and 2) Newsletter. The effort to educate the public on the merits of the RSVP system that is available through our library events calendar was moderately successful, especially with the younger families in our community. The RSVP system allows us to have an idea of how many people plan on attending which is good for the instructors and necessary for adequate supply. We also targeted the publication dates of the TFL newsletter to correspond with trigger dates for families.</p> <p>There were heartfelt stories from the summer galore! Two boys met during the felting program, striking up a conversation about their favorite books. Our multi-generational embroidery program was so popular that we will be asking the Friends to fund another program later this year. The six-week wool arts program was not only educational but also enjoyable, with some audience members finding a new hobby. Screeching kids solved the clues and rescued Pikachu while others sought famous artwork throughout the kid's department. Many families traversed the town: completing our annual around Henniker Scavenger Hunt and Story Trails. One determined family was very excited to get the call that they won the pass to the New England Museum of Science. Staff felt that all who participated were happy, some winning bikes, others won ice cream sundaes and many earned tokens for local business treats. With the exception of the bike giveaway, which was sponsored by the Hillsboro Masons, the Friends of TFL sponsored all the programs, prizes, and incentives. Thanks to the Friends. Thank you to all our local talent who provided free or reduced fee programs for the families of Henniker. Last but not least, special appreciation to all the businesses who supported the program through the reduced cost incentives they made available to our participants!</p> <p>B. <b>Use Metrics</b></p> <table border="1"> <thead> <tr> <th>METRICS</th> <th>2025 Y-T-D</th> <th>2024 TOTAL</th> </tr> </thead> <tbody> <tr> <td># PROGRAMS</td> <td>189</td> <td>272</td> </tr> <tr> <td># ATTENDING PROGRAMS</td> <td>1564</td> <td>2114</td> </tr> <tr> <td># EXTERNAL USES OF MEETING SPACE</td> <td>32</td> <td></td> </tr> <tr> <td># EXTERNAL PARTICIPANTS USING MEETING SPACE</td> <td>271</td> <td></td> </tr> <tr> <td># NEW PATRONS</td> <td>98</td> <td>165</td> </tr> <tr> <td>CIRCULATION - PHYSICAL</td> <td>13798</td> <td>22831</td> </tr> <tr> <td>CIRCULATION - eCONTENT</td> <td>6096</td> <td>10507</td> </tr> <tr> <td>DOOR COUNT</td> <td>8555</td> <td>13909</td> </tr> </tbody> </table> <p>C. Staff members are now working on programming calendar for Fall of 2025. Innovative new programs including "Cooking is not Impossible" and "Hogwarts's Afterschool Club" join standard favorites such as Pokémon Club, Pre-school Activity Time, and Tot Time.</p> <p>D. <b>Community Group (see link below for NH RSA 678 which is the basis for this discussion)</b> There is a group of individuals in Henniker who are trying to pull together a Community Care and Service Planning Board. Members of local service organizations, human service departments/programs, and town representatives are working to put a warrant article on the 2026 ballot that would support the creation of a board to assist with all things "human" in Henniker. An informational</p>	METRICS	2025 Y-T-D	2024 TOTAL	# PROGRAMS	189	272	# ATTENDING PROGRAMS	1564	2114	# EXTERNAL USES OF MEETING SPACE	32		# EXTERNAL PARTICIPANTS USING MEETING SPACE	271		# NEW PATRONS	98	165	CIRCULATION - PHYSICAL	13798	22831	CIRCULATION - eCONTENT	6096	10507	DOOR COUNT	8555	13909
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	<p>meeting was held earlier this summer and a planning group will be meeting to start the process. The library will be represented by the director in this endeavor.</p> <p>E. Staff member is serving as library representative on town-wide Joint Loss Management Committee</p> <p>F. Director working with NEC to see if they can place a gallery coordinator as a work study position (\$18/HR).</p> <p>G. Newsletter will be published August 23 and then we will return to our standard practice of posting on first Saturday of the month. We now have just under 1,200 subscribers.</p>
ITEM 4	<p><b>POLICIES FOR CONSIDERATION</b></p> <p>A. <b>Search &amp; Seizure of a Member of the Public on Library Property</b> (see link below) – This policy was shared with the NH Library World during a Director’s Meeting. It was highly recommended that all libraries have a policy in place to deal with the current state of affairs. Most notable was instruction not to use personal phones to record events as they become evidence and can be subpoenaed</p> <p>B. <b>Investment Policy</b> (see link below) – Following up on comments made by consultant on 7/16.</p> <p>C. <b>Meeting Space</b> (see link below) – one year in... a general discussion of potential and problems especially as it pertains to repeated use for several hours each week</p> <p>D. <b>Discussion of Community Information Component</b> on library website/newsletter/etc. After several community partnerships, those organizations are asking us to place their information on our website, newsletter, or social media. We have not done this in the past but as we work together with community service organizations, should we consider allowing this? (For example... Henniker Community Potluck, Lions Window Treatment). Advertising in the community is key to success for us and many of these other groups. We have a significant reach into the community with our bulletin boards, website, and newsletter.</p>
ITEM 5	<p><b>2026 BUDGET</b></p> <p>A. BOS meeting dates beyond August: 9/2, 9/16, 10/7. Look at calendars to see what dates might work and I will reach out to TA to see if we can get an appointment with the BOS.</p> <p>a. The Trustees will work on our trust fund presentation to get on the 10/7 BOS agenda</p> <p>B. Really ROUGH/Draft outline of budget presentation for BOS Meeting (see link below). What direction do you want to go?</p> <p>C. As of August 5<sup>th</sup> there is no direction on how the BOS will approach budget process or when we will have an appointment to discuss 2026 budget</p>
ITEM 6	<p><b>OTHER</b></p> <p>Fran presented visuals to clarify the trust funds that benefit Tucker Free Library. This is helpful for the edification of TFL Trustees, the BOS and public during budget season, and Trustees of the Trust Fund.</p> <p>Designing Accessible Communities- investigating possible alterations to the front of the building</p>
ITEM 7	<p><b>SCHEDULE NEXT MEETING. 9/9 at 3:30 PM</b></p> <p><b>ADJOURN. Motion: Fran; Second Angelica- All yes</b></p>

[NH RSA 678 Community Services and Care Planning Board](#)

[Search and Seizure Policy](#)

[Investment Policy](#)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

TRUST FUND ACCOUNTING

	MS-9 DATA FROM 2024 DATA FOR 2018	MS-9 DATA FROM 2023 DATA FOR 2019	MS-9 DATA FROM 2022 DATA FOR 2020	MS-9 DATA FROM 2021 DATA FOR 2021	MS-9 DATA FROM 2020 DATA FOR 2022	MS-9 DATA FROM 2019 DATA FOR 2023	MS-9 DATA FROM 2018 DATA FOR 2024	MS-9 DATA FROM 2017 DATA FOR 2025
<b>NON-TAX APPROPRIATION REVENUE</b>								
<b>TRUSTEES OF TOWN TRUST FUNDS MANAGED</b>								
TOTAL OF COMMON FUND	\$ 3,440,435.25	\$ 3,568,103.92	\$ 3,731,026.35	\$ 3,926,903.57	\$ 4,344,101.46	\$ 4,468,571.92	\$ 4,835,741.34	\$ 5,149,967.39
LIBRARY PORTION OF COMMON FUND	\$ 649,056.30	\$ 676,062.26	\$ 706,317.90	\$ 742,304.30	\$ 819,982.81	\$ 845,877.17	\$ 831,605.48	\$ 970,428.23
RECEIVED FROM TOWN FUND	\$ 10,534.25	\$ 10,925.00	\$ 13,319.18	\$ 11,062.49	\$ 11,941.54	\$ 14,357.04	\$ 18,199.85	\$ 23,007.58

\$ 15,713.70

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2025	BALANCE 12/31/2024	APPLIED THRU 2025	DONATIONS TO 2025	DEPOSIT TO TRUST FUND	BALANCE 12/31/2025
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 2,841.84	\$ -	\$ 2,841.84	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 221.24	\$ (5.11)	\$ 134.45	\$ -	\$ -	\$ 81.68
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 3,409.98	\$ -	\$ 3,409.98	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 126.02	\$ -	\$ 126.02	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 1,224.01	\$ 924.36	\$ 454.84	\$ -	\$ -	\$ 1,693.53
Scott J. Berry*	MEMORIAL BOOKS	\$ 218.74	\$ 821.83	\$ 144.68	\$ -	\$ -	\$ 895.89
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 383.76	\$ 485.94	\$ 411.15	\$ 500.00	\$ 500.00	\$ 458.55
James W. Doon*	MEMORIAL BOOKS	\$ 101.90	\$ 650.46	\$ -	\$ -	\$ -	\$ 752.36
Preston Fund	LIBRARY OPERATIONS	\$ 1,281.90	\$ -	\$ 1,281.90	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 37.91	\$ -	\$ 37.91	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 12,048.00	\$ -	\$ 12,048.00	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 900.11	\$ 1,555.63	\$ -	\$ 2,705.00	\$ 2,705.00	\$ 2,455.74
Walter K. Robinson	MEMORIAL BOOKS	\$ 212.17	\$ (3.36)	\$ 25.65	\$ -	\$ -	\$ 183.16
		\$ 23,007.58	\$ 20,916.42	\$ 20,916.42	\$ 3,205.00	\$ 3,205.00	\$ 6,520.91
				\$ 1,170.77			

LIBRARY TRUSTEE MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/2018	BALANCE 12/31/2019	BALANCE 12/31/2020	BALANCE 12/31/2021	BALANCE 12/31/2022	BALANCE 12/31/2023	BALANCE 12/31/2024	CURRENT BALANCE
<b>TD Bank</b>									
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 333,113.16	\$ 373,072.02	\$ 381,470.98
	RECEIVED FROM FUND	\$ 18,082.00	\$ 18,114.00	\$ 18,240.00	\$ 20,552.00	\$ 18,522.00	\$ 21,275.00	\$ 17,202.00	
<b>Bar Harbor (1)</b>	LIBRARY DEVELOPMENT								
<b>SUBFUND</b>	<b>Starting Balance</b>		<b>% of Fund</b>						
Cammett, Helen (2)	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54	\$ 9,574.78	\$ 10,445.39
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75	\$ 13,404.69	\$ 14,623.55
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36	\$ 268,336.88	\$ 292,736.21
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74	\$ 12,644.78	\$ 13,794.55
<b>Total of Funds</b>	<b>\$ 208,507.69</b>	<b>100%</b>	<b>\$229,129.58</b>	<b>\$266,654.76</b>	<b>\$284,761.29</b>	<b>\$317,390.84</b>	<b>\$271,604.39</b>	<b>\$303,961.12</b>	<b>\$331,599.69</b>
									<b>\$346,705.00</b>

ANNOTATIONS ATTACHED AS COMMENTS TO FUNDS IN THE BAR HARBOR TRUST ACCOUNT.  
 1-The Charter Trust Account was designated as a "Board Restricted Endowment" on 09/08/2021 by a vote of 5-0. It is now known as Bar Harbor as the change in management has occurred.  
 2-The money from the Helen Cammett fund was received as Tucker Free Library was listed as a beneficiary of her insurance policy  
 3-The Anna Childs has as it's intent statement: "I give and bequeath to the Trustees of the Tucker Free Library of Henniker, New Hampshire, the sum of Five Thousand Dollars (\$5,000.00) to establish an Endowment Fund to be known as the Anna L. Childs Memorial Fund, the income only to be used for the benefit of the Francis Lane Childs Historical Room, but if not needed for this purpose, then for the general purposes of the Library." Will of Francis L. Childs, June 4, 1974.  
 4-Unconditional "I give my entire Estate, including any property over which I may have a power of appointment, as follows:...One-half (1/2) of my estate to Tucker Free Library, Henniker, New Hampshire." Last Will and Testament of Ann Soderstrom dated June 25, 2008.  
 5-Library Director received a letter and a check from TDWealth Management:  
 The letter states that the status of our trust failed to meet new regulations so it has been changed to a private foundation. Since it is now considered a private foundation they owed us money to compensate for the incorrect status (it changed from 4% to 5%) so they sent us \$6210 09/09/2011. They later sent an additional check in the amount of \$901.97 for





[REDACTED]

[REDACTED]

[REDACTED]

## SEARCH & SEIZURE OF A PUBLIC MEMBER

If a member of the public is being searched for or removed by an outside party

If someone arrives in search of a person

1. Follow standard procedure by directing them to search the public areas.
2. Provide directions to all the public areas if needed. Do not escort them.
3. Do not interfere with their search.

If someone is being removed from the library/grounds

1. Call the librarian in charge.
2. Stay calm and do not argue or resist.
3. Look for clear identification on clothing of whether they are law enforcement officers. (Police, ICE, DHS, CBP) and/or badges at neck, chest or hip.
4. If no clear ID is visible, ask for identification from a safe distance without interfering. (Note: Immigration does not require a warrant in public spaces, especially within 100 miles of the border. Warrants are required in non-public spaces like offices & Friends' area.)
5. If they refuse to show ID, ask someone to call the police to report the situation.
6. Do not record with your cell phone.
7. Contact the following in order as soon as possible, even if the person was removed by law enforcement. Leave a message if you can't reach anyone below.
  - a. Henniker Police Dispatch 603-428-3212
  - b. Library director or chair of trustees
  - c. Town Administrator 603-428-3221 ext 5
8. Submit an incident report with your observations

Board Discussion 8/12/2025

1st Reading of Policy

2nd Reading of Policy 3rd Reading of

Policy Policy Adopted on:

## INVESTMENT POLICY

### 1. Purpose

It shall be the purpose of this policy to direct the investment activity of the Tucker Free Library

### 2. Objective

The objectives of investment activities shall be as follows

- Safety and preservation of principal
- Liquidity
- Maximizing the return for the Fund

With respect to return or yield, the assets of the portfolio are to be invested for the benefit of the Tucker Free Library to maintain or increase purchasing power of the funds growth and income over the long term, taking into account the primary objectives of safety and liquidity.

Additionally, this document sets forth the Trustees' wishes and criteria for use of funds.

SUBFUND	STARTING BALANCE 2010	% OF FUND	CHARACTERIZATION OF FUND
Cammett, Helen	\$ 5,001.13	3.15	UNRESTRICTED
Childs, Anna	\$ 7,247.14	4.41	RESTRICTED
Soderstrom, Ann	\$189,147.45	88.28	UNRESTRICTED
TD Bank Refund	\$ 7,111.97	4.16	UNRESTRICTED
TOTAL OF FUNDS	\$208,507.69	100.0	

The Trustees voted to designate the Bar Harbor account as a board restricted endowment (RECORD OF VOTE & DISCUSSION RELATED TO DECISION FOUND IN [MINUTES OF 09082021](#)). A Trustee vote at a later time could remove that designation. (This should probably be called an "institutional fund.")

### 3. INVESTMENT AUTHORITY

Whenever required or deemed necessary by the Trustees, professional guidance will be requested of experienced professionals in the investment field. The Trustees will hire or employ the trust department or departments of a bank or banks or a brokerage firm to assist in the management and investment of trust fund resources in compliance with investment guidelines outlined in this policy.

### 4. RESPONSIBILITIES

- a. In accordance with this policy, the Trustees shall periodically:
  - i. Review the acceptability of various asset categories

- ii. Set guidelines for the percentage of various asset categories
  - iii. Monitor investment manager performance
  - iv. Establish specific goals
- b. The Trustees have hired a professional investment manager. The Trustees expect the assets to be managed over the long term. They neither expect nor encourage high turnover, nor emphasis on the short term.
  - c. Those investments that the Trustees oversee should not be for speculation, but for investment, always considering the safety of capital as well as the probable income.
  - d. The Investment Policy should be reviewed and approved by the Trustees at least annually.

## 5. APPROVED INVESTMENTS

The Trustees shall select asset classifications, presently limited to domestic and international common stock, preferred stock, U.S. government and corporate bonds, mutual funds, exchange traded funds, and cash equivalents.

## 6. ASSET ALLOCATION

The asset allocation decision is the single most dynamic factor in determining the performance of the total portfolio. Given the historic returns of various asset types, the superior return of common stock will continue over the long-term. The trustees take a long-term approach to asset allocation decisions rather than employing a short-term strategy.

The asset allocation guidelines is as follows:

	CURRENT MARKET VALUE PERCENTAGE	CURRENT TARGET
CASH EQUIVALENTS	11.47	5%
FIXED INCOME	36.57	45%
EQUITY	51.96	50%

## 7. CONSTRAINTS

### a. Guidelines - Equities

The equity investments should be in companies that have a proven record of earnings growth, strong fundamentals and attractive valuations. The majority of the equity position should be in larger capitalization companies with only a small percentage devoted to mid and small cap companies. The equity portion of the portfolio needs to be broadly diversified. At the highest level, the maximum exposure to any one industry sector should not exceed 25%, unless that sector's market weighting also exceeds 25%. At the security level, an initial purchase of a single security should not exceed 5% of the equity portion of the portfolio. The maximum exposure to any one name, because of price appreciation should not exceed ten percent of the equities.

- i. The percentage of the portfolio in common and convertible preferred stock shall not exceed 65% nor fall below 35% of the total market value of the portfolio. The current target is 50%.
  - ii. Equity purchases are restricted to those listed in the S&P 1500 & Global 700 indices and/or those approved by the investment manager unless otherwise noted.
  - iii. For the purpose of diversification, no single equity should exceed 10% of the total market value of the equity portion of the portfolio, except in unusual circumstances. The total value of a single company (equity or fixed income) should not exceed 10% of the market value of the entire portfolio.
  - iv. The equity portfolio shall at all times be well diversified across industry groups as defined by Standard & Poor's. Although the Trustees prefer not to specify precise weightings, the intent is to comply with common law prudence.
- b. Guidelines - Fixed Income and Cash Equivalents
- i. The percentage of the portfolio held in fixed income investments and cash equivalents shall not exceed 65% nor fall below 35% of the total market value of the portfolio. The current target is 50% of total assets: 45% fixed income, 5% cash equivalents.
  - ii. Convertible bonds and preferred stock shall not exceed 15% of the total market value of the portfolio.
  - iii. Corporate bonds shall at the time of purchase be restricted to "investment grade" quality (BBB or better) by a nationally recognized rating agency.

## 8. REPORTING

The investment manager shall provide quarterly reports listing all holdings and transactions. Additionally, the investment manager shall provide periodic review comparing portfolio performance to relative indices.

## 9. CONFLICTS OF INTEREST

Trustees shall refrain from personal business activity that could conflict with the investment program or could impair their ability to make impartial investment decisions. Trustees shall disclose any significant outside activity or interest that could be related to the investment performance.

Any deviation from these policy guidelines shall require the approval of the Tucker Free Library Board of Trustees.

