

Investment Portfolio Management Policy

I. Statement of Policy

The Westport Library Investment Portfolio (the “Portfolio”) will be managed to maximize its long term rate of return while maintaining a reasonable level of risk, in order to best meet the Portfolio’s purpose of providing:

- contributions to the operating budget of the Library as determined by the Board of Trustees (the “Board”) in consultation with the Finance Committee;
- a reserve to be available in case of a financial shortfall; and
- capital for projects approved by the Board.

II. Portfolio Management

Portfolio investment management shall be implemented and monitored by the Investment Sub-committee of the Finance Committee (the “ISC”), an ad-hoc Board committee, with Trustee and non-Trustee members appointed annually by the Board President. Non-trustee ISC members shall be subject to and shall comply with the Library’s Code of Conduct and Conflict of Interests Policy.

The ISC will:

- Establish asset allocation parameters for investment of the Portfolio; ·
- Select investment funds, managers, advisors and/or consultants for the investment portfolio(s);
- Monitor the quality and performance of funds and managers;
- Recommend and supervise the implementation of changes in asset allocation and fund management as appropriate; and
- Report at least quarterly to the Board on the asset allocation, management and investment performance of the Portfolio.

III. Spending

Portfolio spending shall be at a level, at a minimum, to maintain its non-taxable status. The Spending Rate shall be recommended to the Board each year by the Finance Committee.

IV. Enforcement

The provisions of this document shall be construed and enforced by the Finance Committee at its discretion, in consultation with the Board.

V. Amendment

The Library Board of Trustees reserves the right to amend this document at any time.

Adopted by the Library Board of Trustees February 24, 2021.