



2021 NHLTA Sue Palmatier Friends of the Year
2018 NHLTA Library of the Year
2013 NHLTA Trustee of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242

(603) 428-3471
www.tuckerfreelibrary.org

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
WEDNESDAY SEPTEMBER 14, 2022 at 5:00 PM
In-person, Tucker Free Library – Lower Level Meeting Area

ROLL CALL	Attendance
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: July 27, 2022
ITEM 3	Treasurer's Report & Financial Deliberation
ITEM 4	2023 BUDGET DELIBERATIONS BEGIN
ITEM 5	Director's Report
ITEM 6	Library Accessibility –Status Report IS THE LIBRARY ELIGIBLE TO REQUEST ARPA FUNDS FROM TOWN?
ITEM 7	Other
ITEM 8	Schedule Next Meeting
NON-PUBLIC	RSA 91-A:3 II(a) – The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. – Performance Evaluation, Director

POSTED: SEPTEMBER 7, 2022 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

<p>ROLL CALL</p>		<p>ACTION - RECORD ATTENDANCE</p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> <tr><td>Lynn Piotrowicz- DIRECTOR</td><td></td></tr> </tbody> </table>	MEETING PARTICIPANTS	PRESENT	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		Lynn Piotrowicz- DIRECTOR											
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<p>ITEM 3</p>	<p>Treasurer's Y-T-D Summary, PGS 6-7 Manifest, PGS, 8-10 Trust Fund Report, PG 11 Notice of Preliminary Assessment, PG 12</p>	<p>Treasurer's Report & Financial Deliberations</p> <p>1) Y-T-D Summary, Monthly Expenditure Manifest, & Trust Fund Accounting MOVE TO ACCEPT: SECONDED BY:</p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> <p>2) Notice of Preliminary Assessment Value for library LAND \$148,900 + BUILDING \$1,238,300 = TOTAL VALUE \$1,387,200</p> <p>3) Monies/Gifts to Accept: MOVE TO ACCEPT: SECONDED BY:</p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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<p>ITEM 4</p>	<p>TOWN MEETING CALENDAR, PG 13 Budget Worksheet, PG 14 Category Descriptions, PG 15 Personnel Summary, PG 16</p>	<p>2023 BUDGET DELIBERATIONS BEGIN</p>																								
<p>ITEM 5</p>		<p>Director's Report</p> <ol style="list-style-type: none"> 1) General State of the Library – Staff Update, Hours, Summer Report, Planning for future 2) Volunteer recognition. Joseph Clement and Skylar Praul helped out at TFL this summer. Joseph completed the inventory of the entire physical collection and Skylar assisted Erin on Wednesday mornings during story time. Sylvia Lennox helped Erin prepare materials for summer reading programs. The Friends manned a table at the Community Market in April, May, June, July, August, September. They plan on attending a final time on October 6th. The Friends also assisted with Reggie Harris programs and the Lawn Party. 																								

	<p>Draft MOU from 9/2021, PGS 17-19</p>	<p>3) In advance of budget season, employee performance evaluations have commenced in accordance with Board Policy.</p> <p>4) Projects</p> <ul style="list-style-type: none"> a. Screen Doors & Windows b. Moose Plate – Awaiting notification in October 2022 with work to be completed in spring of 2023 if successful. Phase 2 will focus on the south east/south elevation. c. Library garden From TA “...Marc mentioned that the library landscaper has been bagging weeds and leaving them for the TS to pick up. You might not be aware; the TS does not accept yard waste and we do not have a compost pile. Can you direct the landscaper to dispose of the yard waste in another manner” REPLY: We don’t have a landscaper or anyone who regularly does any weeding out front, perhaps a volunteer has done that. d. Garden is overrun with weeds and plants are becoming unruly. Perhaps we could do a plant sale and remove them and seed it with grass!!!! e. TA asked. “When was the last memo of understanding between the Library and Selectboard reviewed? It might be a good time to revisit.” REPLY: We attempted MOU review two years ago but it went nowhere.
<p>ITEM 6</p>		<p>Library Accessibility – Status Update IS THE LIBRARY ELIGIBLE TO REQUEST ARPA FUNDS FROM THE TOWN? Board of Selectmen - Public Hearing - September 20, 2022 6:30 pm Acceptance of Unanticipated Revenue The Board of Selectmen will hold a public hearing during the regularly scheduled Selectboard meeting on September 20, 2022, at 6:30 pm at the Henniker Community Center, 57 Main Street, under RSA 31:95-b III (a) to accept unanticipated funding in the following amounts from the following sources: American Rescue Plan Act funding LFRF second payment \$262,666.33, State Bridge Aid funding \$203,706, and additional Highway Block Grant Funding \$146,036.89. The Board of Selectmen is soliciting public input on appropriate use of funding. The regularly scheduled Selectmen’s meeting will follow the public hearing.</p>
<p>ITEM 7</p>		<p>Other</p>
<p>ITEM 8</p>		<p>Schedule Next Meeting</p>
<p>ADJOURN</p>		
<p>NON-PUBLIC</p>	<p>See Non-Public Worksheet for votes and actions, PGS 20-21. Evaluation Documentation, PGS 22-25 in the Trustees’ Documentation but does not appear in public documentation.</p>	<p>RSA 91-A:3 II(a) – The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. PERFORMANCE EVALUATION, DIRECTOR</p>

Pursuant to Tucker Free Library Policy –I Governance, 1 Board – F, the Board met utilizing a hybrid platform with a quorum present at the library and two trustees meeting via Zoom. See: [TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL](#) for the complete policy.

ROLL CALL

ACTION - RECORD ATTENDANCE Chair called start of meeting at 5:00 pm

MEETING PARTICIPANTS	PRESENT
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Zoom - Yes
Lynn Piotrowicz- DIRECTOR	Yes

ITEM 1

Public Forum

MEMBERS OF PUBLIC PRESENT
Silvia Lennox (Friends)

ITEM 2

Minutes of Meeting: May 11, 2022 & June 1, 2022

MOVE TO ACCEPT: Debra Kreutzer SECONDED BY: John Capuco

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

ITEM 3

Treasurer’s Report & Financial Deliberations

- 1) Y-T-D Summary, Monthly Expenditure Manifest, & Trust Fund Accounting (Town Trust Fund money received in the amount of \$11,941.54)

MOVE TO ACCEPT: John Capuco SECONDED BY: Anne Crotti

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

- 2) 2022 Appropriation Request for OPERATIONAL Expenses= \$27,326.00
(\$236,621 TOTAL - \$209,295 PERSONNEL)
- 3) Monies/Gifts to Accept: Henniker Community School Student Council \$192.80, Laura Bucci \$20.00

MOVE TO ACCEPT: Debra Kreutzer SECONDED BY: Frances Tain

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

- ITEM 4** **Director's Report**
- 1) General State of the Library – Staff Update, Hours, Summer Report, Planning for future
 - 2) Projects
 - a. Screen Doors & Windows
 - b. Moose Plate – All documentation for Phase 1 of grant has been completed. Phase 2 grant application complete. Should receive notification October 2022 with work to be completed in spring of 2023 if successful. Phase 2 will focus on the south east/south elevation.
 - c. Library garden/Patio
 - d. Garaventa Replacement – Status Report
 - e. Limited Mobility Door Project - Complete
 - f. Emergency Exit – Complete
- ITEM 5** **Other**
1. Discussion on the need for an annual evaluation of the Director.
 2. Friends report
 3. Director on vacation - August 8 to August 22
- ITEM 6** **Schedule Next Meeting Monday, September 14, 2022 (5:00 PM START)**

Adjourned at 6:06 PM (all Trustees were present and approved).

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

REVENUE		2022 INCOME
Personnel Appropriation Funds	\$	116,622.24
Cash Income & Trust Funds	\$	28,064.92
Operational Income	\$	31,226.80
Other Direct Income	\$	11,581.80
2021 Unexpended/Reserve Funds	\$	5,238.28
TOTAL REVENUE	\$	192,734.04
EXPENDITURES		2022 EXPENDITURES
Personnel Expenses	\$	116,622.24
Patron Service Expenses	\$	16,630.65
Facility Management Expenses	\$	28,019.07
Technology Management Expenses	\$	480.00
Other Direct Costs	\$	11,952.36
TOTAL EXPENDITURES	\$	173,704.32
REVENUE OVER EXPENDITURES	\$	19,029.72
RESERVED FUNDS		
Total Trust Funds Reserved	\$	2,789.47
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	5,238.28

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

INCOME		2022 INCOME	2022 BUDGET	Y-T-D %
			CATEGORY	RECEIVED
PERSONNEL APPROPRIATION FUNDS		\$ 116,622.24	\$ 209,965.13	
4-2000	Town Appropriation - Personnel	\$ 116,622.24	\$ 209,085.13	56%
CASH INCOME & TRUST FUNDS		\$ 28,064.92		
4-3510	Contribution Overdue	\$ 140.81		
4-3540	Non-Resident Cards	\$ 200.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 14,370.27	\$ 15,843.51	91%
4-5020	Annual Income from Town Trust Funds	\$ 11,941.54	\$ 11,941.54	100%
4-5030	Donations: Established Trust Funds	\$ 200.00		
4-5040	Donations: In Memory/Honor of Donations	\$ 200.00		
4-5050	Donations: General Purpose	\$ 1,012.30		
4-9200	Invoice Paid. TFL NOT REIMBURSED BY TOWN IN 2020 for design work	\$ 2,714.00		
OPERATIONAL INCOME		\$ 31,226.80		
4-1000	Town Appropriation-Operations	\$ 27,326.00		
4-1010	Town Appropriation - Fuel	\$ 3,306.15	\$ 4,408.20	75%
4-3520	COPY & FAX Service	\$ 581.00		
4-3550	Overdue Processing Fee	\$ -		
4-3560	Damaged/Lost Books	\$ 13.65		
OTHER DIRECT INCOME		\$ 11,581.80		
4-6000	Sale of Surplus	\$ 49.00		
4-6020	Reimbursed Purchase	\$ 312.95		
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 869.85		
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00		
4-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 9,950.00	\$ 9,950.00	100%
TOTAL REVENUE				
EXPENDITURES		2022	2022 BUDGET	Y-T-D %
		EXPENDITURES	CATEGORY	SPENT
PERSONNEL EXPENSES		\$ 116,622.24	\$ 209,965.13	56%
6-2000	Library -- Wages	\$ 92,927.16	\$ 165,548.76	56%
	Library - Benefit: Health Insurance	\$ 9,132.76	\$ 16,853.00	54%
	Library -- Fica (7.65% of Library Wages)	\$ 6,975.75	\$ 12,389.37	56%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 4,729.23	\$ 11,358.00	42%
	Library - Longevity Pay for Employees	\$ 2,150.68	\$ 2,500.00	86%
	Library -- Workers Comp/Unemp Ins	\$ 306.00	\$ 856.00	36%
6-2020	Library -- Membership & Mileage	\$ 275.66	\$ 150.00	184%
6-2030	Library -- Staff Development	\$ 125.00	\$ 310.00	40%
PATRON SERVICES EXPENSES		\$ 16,630.65	\$ 25,022.00	66%
6-3000	Library Acquisitions -- Books	\$ 10,138.86	\$ 16,000.00	63%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 334.59	\$ 500.00	67%
6-3010	Library Acquisitions -- Audio Books	\$ 839.39	\$ 1,500.00	56%
6-3020	Library Acquisitions -- Periodicals	\$ 286.00	\$ 1,000.00	29%
6-3030	Library Acquisitions -- DVD	\$ 771.83	\$ 750.00	103%
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 1,000.00	0%
6-6000	Library Program - Software Services			
	Library Catalog	\$ 1,950.00	\$ 1,950.00	100%
	NHDB for eContent	\$ 1,922.00	\$ 1,922.00	100%
	Library Website, Misc. Software	\$ 364.78	\$ 400.00	91%
6-6010	Library Program - Speakers & Supplies	\$ 23.20	\$ -	
FACILITY MANAGEMENT EXPENSES		\$ 28,019.07	\$ 32,294.14	87%
6-4000	Library General Maintenance -- Janitorial	\$ 4,008.00	\$ 6,000.00	67%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 12,720.64	\$ 9,965.00	128%
6-4020	Library Utilities (Total - Heating Oil)	\$ 3,852.40	\$ 7,475.94	52%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 3,306.15	\$ 4,408.20	75%
6-4030	Library Bldg Maintenance Supplies	\$ 4,131.88	\$ 4,445.00	93%
TECHNOLOGY MANAGEMENT EXPENSES		\$ 480.00	\$ 500.00	96%
6-5010	Library Tech Maintenance	\$ 480.00	\$ 250.00	192%
6-5020	Library Equipment	\$ -	\$ 250.00	0%
OTHER DIRECT COSTS		\$ 11,952.36	\$ 14,021.83	85%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ 309.07	\$ 1,000.00	31%
6-6020	Staff Reimbursed Purchase	\$ 312.95	\$ 312.95	100%
6-6080	Town of Henniker (Refund for Overpayment of Appropriation)	\$ 110.49	\$ 110.49	100%
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 869.85	\$ 1,048.39	83%
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00	\$ 1,600.00	25%
6-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 9,950.00	\$ 9,950.00	100%
TOTAL LIBRARY OPERATIONS BUDGET		\$ 173,704.32	\$ 267,781.27	65%

Tucker Free Library
 31 Western Avenue
 PO Box 688
 Henniker, NH 03242

Cash Disbursements Journal

7/5/2022 To 9/6/2022

		ID#	Acct#	Account Name	Debit	Credit
CD	6-Jul-22	Mark Reilly White Tornado				
		5504	1-1100	General Checking Account		\$400.00
		5504	6-4000	General Maintenance	\$400.00	
CD	6-Jul-22	Citizens Bank Businss Card				
		5508	1-1100	General Checking Account		\$812.79
		5508	6-6095	Supplies	\$548.39	
		5508	6-4030	Supplies	\$164.41	
		5508	6-6000	Library Programs - Contracted	\$99.99	
CD	6-Jul-22	Comcast				
		5509	1-1100	General Checking Account		\$118.44
		5509	6-4020	Utilities	\$118.44	
CD	12-Jul-22	Adams Lock				
		5507	1-1100	General Checking Account		\$285.00
		5507	6-4010	Building Repairs	\$285.00	
CD	12-Jul-22	Edmunds Ace Hardware				
		5510	1-1100	General Checking Account		\$6.59
		5510	6-4030	Supplies	\$6.59	
CD	13-Jul-22	Eversource				
		5515	1-1100	General Checking Account		\$140.86
		5515	6-4020	Utilities	\$140.86	
CD	19-Jul-22	Baker & Taylor				
		5511	1-1100	General Checking Account		\$1,874.21
		5511	6-3000	Books	\$1,663.20	
		5511	6-3002	Processing	\$164.27	
		5511	6-3010	Audio Books	\$46.74	
CD	19-Jul-22	Baker & Taylor NONFIC L4497643				
		5512	1-1100	General Checking Account		\$585.75
		5512	6-3000	Books	\$553.48	
		5512	6-3002	Processing	\$32.27	
CD	19-Jul-22	Cynthia Mousseau				
		5513	1-1100	General Checking Account		\$25.00
		5513	6-2030	Staff Development	\$25.00	
				Criminal Background Check		
CD	19-Jul-22	Lynn Piotrowicz				
		5514	1-1100	General Checking Account		\$125.66
		5514	6-2020	Meetings/Membership/Mileage	\$125.66	
				Mileage for Summer Lawn Party		
CD	26-Jul-22	SYNCB/Amazon				
		5516	1-1100	General Checking Account		\$314.29
		5516	6-3000	Books	\$92.32	
		5516	6-3030	DVD - Appropriation Fund	\$85.68	
		5516	6-4030	Supplies	\$136.29	
CD	3-Aug-22	Citizens Bank Businss Card				
		5517	1-1100	General Checking Account		\$161.29
		5517	6-4030	Supplies	\$161.29	
CD	3-Aug-22	TDS				

		5518	1-1100	General Checking Account		\$38.34	
		5518	6-4020	Utilities	\$38.34		\$38.34
CD	3-Aug-22	TDS					
		5519	1-1100	General Checking Account			\$43.58
		5519	6-4020	Utilities	\$43.58		
CD	9-Aug-22	Cogswell Spring Water Works					
		5520	1-1100	General Checking Account			\$163.80
		5520	6-4020	Utilities	\$163.80		
CD	10-Aug-22	Comcast					
		5521	1-1100	General Checking Account			\$118.44
		5521	6-4020	Utilities	\$118.44		
CD	16-Aug-22	Monadnock Security Systems, Inc					
		5522	1-1100	General Checking Account			\$408.00
		5522	6-4000	General Maintenance Annual Dispatch Service	\$408.00		
CD	17-Aug-22	Eversource					
		5523	1-1100	General Checking Account			\$422.00
		5523	6-4020	Utilities	\$422.00		
CD	23-Aug-22	Mark Reilly White Tornado					
		5524	1-1100	General Checking Account			\$400.00
		5524	6-4000	General Maintenance	\$400.00		
CD	30-Aug-22	Baker & Taylor					
		5525	1-1100	General Checking Account			\$1,180.86
		5525	6-3000	Books	\$1,138.47		
		5525	6-3002	Processing	\$42.39		
CD	30-Aug-22	Baker & Taylor NONFIC L4497643					
		5526	1-1100	General Checking Account			\$65.69
		5526	6-3000	Books	\$62.77		
		5526	6-3002	Processing	\$2.92		
CD	30-Aug-22	Integrated Door Solutions					
		5527	1-1100	General Checking Account			\$2,680.35
		5527	6-4010	Building Repairs Emergency Exit - J Room	\$2,680.35		
CD	30-Aug-22	SYNCB/Amazon					
		5528	1-1100	General Checking Account			\$269.83
		5528	6-3000	Books	\$9.42		
		5528	6-3030	DVD - Appropriation Fund	\$222.83		
		5528	6-4030	Supplies	\$37.58		
CD	1-Sep-22	TDS					
		5532	1-1100	General Checking Account			\$38.05
		5532	6-4020	Utilities	\$38.05		
CD	1-Sep-22	TDS					
		5533	1-1100	General Checking Account			\$43.23
		5533	6-4020	Utilities	\$43.23		
Grand Total:					\$10,722.05		\$10,722.05

Cash Receipts Journal

7/5/2022 To 9/6/2022

		ID#	Acct#	Account Name	Debit	Credit
CR	5-Jul-22					
		CR000386	1-1100	General Checking Account	\$33.00	
		CR000386	4-3520	Copier		\$21.00
		CR000386	4-6000	Sale of Surplus		\$12.00
CR	12-Jul-22					

		CR000387	1-1100	General Checking Account	\$108.00	
		CR000387	4-3510	Contribution Overdue		\$3.00
		CR000387	4-3520	Copier		\$5.00
		CR000387	4-3540	Non-Resident Cards		\$100.00
CR	28-Jul-22					
		CR000388	1-1100	General Checking Account	\$31.75	
		CR000388	4-3510	Contribution Overdue		\$4.75
		CR000388	4-3520	Copier		\$27.00
CR	2-Aug-22					
		CR000389	1-1100	General Checking Account	\$9,432.68	
		CR000389	4-3510	Contribution Overdue		\$2.00
		CR000389	4-3520	Copier		\$28.00
		CR000389	4-5010	Willis Cogswell Fund		\$4,407.68
		CR000389	4-7000	Cat's Meow Sold		\$20.00
		CR000389	4-7015	Moose Plate Grant		\$4,975.00
CR	9-Aug-22					
		CR000390	1-1100	General Checking Account	\$27,340.01	
		CR000390	4-1000	Town Appropriation		\$27,326.00
		CR000390	4-3510	Contribution Overdue		\$2.01
		CR000390	4-3520	Copier		\$12.00
CR	16-Aug-22					
		CR000391	1-1100	General Checking Account	\$35.00	
		CR000391	4-3520	Copier		\$30.00
		CR000391	4-3550	Overdue Processing Fee		\$5.00
CR	23-Aug-22					
		CR000392	1-1100	General Checking Account	\$23.00	
		CR000392	4-3510	Contribution Overdue		\$1.00
		CR000392	4-3520	Copier		\$5.00
		CR000392	4-6000	Sale of Surplus		\$17.00
CR	31-Aug-22					
		CR000393	1-1100	General Checking Account	\$44.50	
		CR000393	4-3510	Contribution Overdue		\$3.50
		CR000393	4-3520	Copier		\$32.00
		CR000393	4-3560	Damaged/Lost Books		\$4.00
		CR000393	4-6000	Sale of Surplus		\$5.00
				Grand Total:	\$37,047.94	\$37,047.94

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2022	BALANCE 12/31/2021	EXPENDED THRU 7/12/2022	DONATIONS TO 2022	DEPOSIT TO TRUST FUND	BALANCE 12/31/2022
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 1,588.28	\$ -	\$ 1,588.28	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 123.45	\$ 34.65	\$ 89.53	\$ -	\$ -	\$ 68.57
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,029.17	\$ -	\$ 1,029.17	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 70.43	\$ -	\$ 70.43	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 684.08	\$ 188.64	\$ 411.82	\$ -	\$ -	\$ 460.90
Scott J. Berry*	MEMORIAL BOOKS	\$ 122.25	\$ 519.31	\$ -	\$ -	\$ -	\$ 641.56
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 196.81	\$ 361.09	\$ 46.32	\$ 150.00	\$ 150.00	\$ 511.58
James W. Doon*	MEMORIAL BOOKS	\$ 56.95	\$ 475.30	\$ -	\$ -	\$ -	\$ 532.25
Preston Fund	LIBRARY OPERATIONS	\$ 716.45	\$ -	\$ 716.45	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 21.18	\$ -	\$ 21.18	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 6,733.51	\$ -	\$ 6,733.51	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 480.40	\$ -	\$ -	\$ -	\$ -	\$ 480.40
Walter K. Robinson	MEMORIAL BOOKS	\$ 118.58	\$ 34.89	\$ 74.07	\$ -	\$ -	\$ 79.40
		\$ 11,941.54	\$ 1,613.88	\$ 10,780.76	\$ 150.00	\$ 150.00	\$ 2,774.66

*Trusts that list Trustees of Tucker Free Library with fiduciary capacity

LIBRARY TRUSTEE MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/18	BALANCE 12/31/19	BALANCE 12/31/2020	BALANCE 12/31/2021	BALANCE CURRENT 6/30/2022	
TD Bank						6/30/2022	
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 349,042.10	
Bar Harbor	LIBRARY DEVELOPMENT						
SUBFUND	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021	9/6/2022
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,594.96
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 12,032.95
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 240,877.28
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,350.81
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84	272,856.00

ANNOTATIONS ATTACHED AS COMMENTS TO FUNDS IN THE CHARTER 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

Town of Henniker
Board of Selectmen
18 Depot Hill Road
Henniker, NH 03242

TUCKER FREE LIBRARY
PO BOX 688
HENNIKER, NH 03242

Map Lot Sub : 00005D00041300000C

Location : 31 WESTERN AVE

NOTICE OF PRELIMINARY ASSESSMENT VALUES - AUGUST 26, 2022

Dear Property Owner:

The **Town of Henniker** has contracted with Avitar Associates to perform a town wide update of values. Sales prior to the April 1st assessment date are relied upon to establish new base land and building rates with the goal of bringing all assessments to 100% of fair market value. The new assessed values established for your property during the recent update are listed below.

To view your property record card online, go to **www.avitarassociates.com** and select **Online Data, Subscription Information (Assessment Data - Review Online)**. Log in using the **Subscriber** option with **Username: townofhenniker** and **Password: hennikertwn**. The website also provides links to resources designed to help you understand the codes, notes, abbreviations, and other information on your property record card. The Online Data at this website will only be available for 60 days to review your property record card. **The informal review phone appointments will only be available during the timeframe listed below, additional days may be added, if needed.**

- **Monday, September 12, 2022 between 8AM-4PM**
- **Tuesday, September 13, 2022 between 8AM-4PM**
- **Wednesday, September 14, 2022 between 8AM-4PM**

If you feel an error exists and would like to schedule a **PHONE APPOINTMENT** to review your assessment or to contact us with specific questions, please go to our website at **www.avitarassociates.com/appointments** for details. **Please logon and schedule an appointment to ensure you are afforded the opportunity for review by 4:00 PM on FRIDAY, SEPTEMBER 9, 2022, as you will not be able to make an appointment after that date.** If you do not have access to the internet, and no one else is available to assist you, contact the **Town Office** at **603-428-3221 Press 0** and they can make an appointment for you. Unlike in previous years, we will not be holding face to face meetings, but rather we will contact you at the phone number you provide for your scheduled appointment.

Please note that you should not try to estimate your next tax bill by multiplying your new assessment and the old tax rate as it will produce an erroneous tax amount. As the preliminary total value of the Town has increased an approximately 50%, the tax rate will drop proportionally, barring any significant changes in spending voted in at Town & School district meetings. **The newly established values will be implemented on the December bill.** We appreciate your patience and thank you for your cooperation.

Land Value: \$ 148,900

Buildings/Features: \$ 1,238,300

Total Parcel Value: \$ 1,387,200

2022/2023 Henniker Budget and Town Meeting Schedule

Date	Day of the Week	Time/Type of Hearing	Description
September 26, 2022	Monday	N/A	Department Heads receive budget sheets
October 5 th – 14 th 2022	Wednesday – Friday	N/A	Meeting with Department Heads
October 19, 2022	Wednesday	3:00pm	Budget requests due
November 1, 2022	Tuesday	N/A	Select Board receives 2023 Budget Binder
November 5, 2022	Saturday	8:00am – 4:00pm Public Meeting	Select Board and Budget Advisory Committee – Review of 2023 Operating Budget
November 15, 2022	Tuesday	Select Board Meeting	Propose/Review any zoning ordinance, historic district ordinance or building code for consideration at the 2022 town meeting
December 6, 2022	Tuesday	Select Board Meeting	Warrant Article Review (Any Bond articles over \$100k)
December 20, 2022	Tuesday	Select Board Meeting	Proposed warrant articles by town departments under 100K/warrant articles from town committees/CIP Presentation to Board of Selectmen
January 3, 2023	Tuesday	Select Board Meeting	Advisory Budget Committee Recommendations
January 17, 2023	Tuesday	Public Hearing	Public Hearing for any bond article over \$100k
January 17, 2023	Tuesday	Select Board Hearing	Budget Review
January 31, 2023	Tuesday	Public Hearing	Public Hearing on proposed budget and warrant articles
February 14, 2023	Tuesday	Select Board Meeting	Select Board decides who is speaking to the warrant articles
February 17, 2023	Friday	8:00am	Warrant posted at polling locations and Town Hall
March 7, 2023	Tuesday		Town Meeting Voting Day
March 11, 2023	Saturday	1:00pm	Town Meeting

ACCOUNT NUMBER	ACCOUNT TITLE	2023 REQUESTED	2022 FINAL
PERSONNEL EXPENSES			\$ 209,965.13
Expenses Managed By Town			
4550-110	Library - Wages (Includes Merit, 1.5%COLA)	\$	165,548.76
	Library - Wages Longevity	\$	2,500.00
4550-211	Library - Benefit Insurance	\$	16,853.00
4550-220	Library - FICA	\$	12,389.37
4550-230	Library - Retirement	\$	11,358.00
4550-523	Library - Workers Comp/Unemp Ins	\$	856.00
Additional Personnel			
6-2020	Library Membership, Mileage	\$	150.00
6-2030	Library Staff Development	\$	310.00
PATRON SERVICES EXPENSES			\$ 24,522.00
6-3000	Library Acquisitions - Books	\$	16,000.00
6-3007	Library Acquisitions - Downloadable	\$	-
6-3010	Library Acquisitions - Audio Books	\$	1,500.00
6-3020	Library Acquisitions - Periodicals	\$	1,000.00
6-3030	Library Acquisitions - Video Appropriation	\$	750.00
6-3035	Library Acquisitions - Patron Technology	\$	1,000.00
6-6000	Library Contract Services - Technology		
	Library Circulation System	\$	1,950.00
	Annual Payment to NH Downloadable	\$	1,922.00
	Library Website, Misc Software	\$	400.00
6-6010	Library Programs - Speakers & Supplies	\$	-
FACILITY MANAGEMENT EXPENSES			\$ 36,880.54
6-4000	Library General Maintenance - Janitorial	\$	6,000.00
6-4010	Library General Maintenance - Repairs	\$	9,965.00
6-4020	Library Contracted Services - Building Safety & Utilities	\$	16,470.54
	Security Monitoring	\$	408.00
	Annual Lifts Inspection	\$	500.00
	Annual Fire Extinguisher Inspection	\$	35.00
	Annual Fire/Safety System Inspection	\$	350.00
6-4020	PO BOX Rental	\$	76.00
	Heating	\$	4,408.00
	Electric	\$	7,475.94
	Water	\$	227.60
	Sewer	\$	480.00
	Phone	\$	1,094.00
	Internet	\$	1,416.00
6-4030	Library Building Maintenance - Supplies	\$	4,445.00
6-4035	COVID Related Supplies/Expenses	\$	500.00
TECHNOLOGY MANAGEMENT EXPENSES			\$ 500.00
6-5010	Library Technical Maintenance	\$	500.00
6-5020	Library Technical Equipment	\$	-
	TOTAL OPERATION BUDGET	\$	266,621.00
	PROJECTED REVENUE	\$	30,000.00
	APPROPRIATION REQUEST	\$	236,621.00
	MERIT INCREASE	\$ -	\$ 5,890.16
	COLA INCREASE	\$ -	\$ 2,306.34
	LONGEVITY BONUS	\$ 1,375.00	\$ 2,500.00

ACCOUNT NUMBER	ACCOUNT TITLE	ACCOUNT DESCRIPTION
PERSONNEL EXPENSES		
Expenses Managed By Town		
4550-110	Library - Wages	
4550-211	Library - Benefit Insurance	
4550-220	Library - FICA	
4550-230	Library - Retirement	
4550-523	Library - Workers Comp/Unemp Ins	
6-1010	Library -Utilities: Heating Oil (negotiated contract)	
Expenses Managed By Library		
Additional Personnel		
6-2020	Library Membership, Mileage	We routinely pay \$150/YR for Trustees to belong to NHLTA.
6-2030	Library Staff Development	New hirers are required to complete criminal background check form. This figure does not provide for any continuing education opportunities fo staff.
PATRON SERVICES EXPENSES		
6-3000	Library Acquisitions - Books	All department book orders have been decreased monthly
6-3010	Library Acquisitions - Audio Books	Audio book orders have been decreased monthly.
6-3020	Library Acquisitions - Periodicals	Only five magazines have been renewed through December 2021. Magazines are selected and ordered during the late summer. The \$400 in this line only covers Concord Monitor and those five magazines.
6-3030	Library Acquisitions - Video Appropriation	
6-3035	Library Acquisitions - Video Fine Revenue	Only \$224 in fine money was collected prior to the COVID closure in March 2020. No additional fine money has been collected.
6-6000	Library Contract Services - Technology	
	Library Circulation System	Annual fee for Circulation/Catalog Software
	Annual Payment to NH Downloadable	Annual fee for patrons to access downloadable content
	Annual Website Fees	Misc. licensing and enhancements
6-6010	Library Programs - Speakers & Supplies	Supplies to support library programs for patrons (Take and Make Bags, Storywalk)
FACILITY MANAGEMENT EXPENSES		
6-4000	Library General Maintenance - Janitorial	Cleaning the library
6-4010	Library General Maintenance - Repairs	Incidental expenses such as annual HVAC service, electrician, plumber, unanticipated facility equipment failure
6-4020	Library Contracted Services - Building Safety & Utilities	
	Fire System/Safety Monitoring	Service provided by Monadnock Security
	Annual Lift Inspections	Required by NH State Dept of Labor. Only vendor able to inspect. Different load tests are mandated in offsetting years
	Annual Fire Extinguisher Inspection	Required by State. Some years the extinguishers need to be replaced or recharged
	Annual Fire/Safety System Inspection	Smoke and fire detector system inspected annually as required
	Annual Lift/Boiler Certificates of Operation	NH Dept of Labor requires the reporting of inspection results and the posting of certificates of operation
	Heating	Part of town bulk buying to benefit from volume discounts 1800 gal @\$2.39/gal
	Electric	Realized a significant decrease with the 2019 light upgrade project ave bill approximately \$197/month
	Water	Town rate/minimum use
	Sewer	Town rate
	Phone	We are required to have two phone lines, one for business and the other for fire security system
	Internet	Renegotiated rate for high speed internet required to allow staff and patrons to use the same line
	USPS Box Rental	Annual fee for small box rental
6-4030	Library Building Maintenance - Supplies	Misc. supplies required to operate facility. Paper, printer cartridges, labels, etc.
TECHNOLOGY MANAGEMENT EXPENSES		
6-5010	Library Technical Maintenance	Consultant to assist with technical issues that staff cannot solve
6-5020	Library Technical Equipment/Software	Computers for staff and patrons, printers, licensing for software

ACCOUNT NUMBER	ACCOUNT TITLE	2023 REQUESTED	2022 FINAL
PERSONNEL EXPENSES			
4550	110 Library - Wages		
	MERIT INCREASE	\$ -	\$ 5,890.16
	COLA INCREASE	\$ -	\$ 2,306.34
	LONGEVITY BONUS	\$ 1,375.00	\$ 2,500.00
		\$	\$ 10,696.50

MEMORANDUM OF UNDERSTANDING

Trustees of Tucker Free Library and Henniker Selectboard

Relationship parameters:

The BOT/TFL request that the Henniker Selectboard (HSB) consider formalizing those cooperative arrangements that have an historic precedent, or as stated “it has always been done that way.”

HISTORIC PRECEDENT	SUGGESTED MOU LANGUAGE
Agents to act on behalf of boards	Authorize Library Director and Town Administrator to act as agents on behalf of their representative entities to facilitate ease of adoption of MOU and resulting operational changes.
BOT/TFL has fiduciary authority	Agent of BOT/TFL work with Henniker representatives to incorporate standardized accounting reports.
BOT/TFL has governance authority	Agent of BOT/TFL work with Henniker representatives to audit policies and identify those policies that are in conflict with Town policies.
BOT/TFL receives intermittent payroll updates	BOT/TFL request monthly payroll updates.
BOT/TFL maintains employee leave data	Agent of BOT/TFL work with Town representatives to normalize leave policy and practice so library employees will have access to data on their weekly pay records.
BOT/TFL receives a check to cover operational appropriation funds after financial books are closed.	By requesting quarterly payments and monthly updates, there should be no need for large end of year checks (going in either direction).
HSB requests budget information for November meeting with Budget Advisory Committee	BOT/TFL request that questions regarding the budget or the financial management of the library be addressed in public during a scheduled meeting of the BOT/TFL.
BOT/TFL attend HSB meetings when necessary	<p>BOT/TFL request a quarterly audience with representatives of HSB at a scheduled public meeting, alternating attendance between BOT/TFL trustee meetings and HSB meetings.</p> <p>Town Administrator will provide direct email contact information for HSB members so that BOT/TFL can provide regular written updates to the HSB. This would include financial documents and minutes to board meetings. HSB will acknowledge receipt of said documents. BOT/TFL will answer any questions promptly.</p>
BOT/TFL follows procedures for public meetings. Promptly posting meeting announcements, agendas, and minutes. This includes information on financial status of the library.	HSB instruct Town Administrator that any questions raised at HSB meetings or budget meetings related to the financial records or budget be directed to the library director or BOT/TFL chair or treasurer at a public meeting and library representatives have an opportunity to answer any questions during a public meeting.
BOT/TFL has submitted financial records to the finance officer for annual audit	BOT/TFL request that a statement of fact be included in the audit and that the statement be provided to BOT/TFL for inclusion in the public record of the library.
Care and Maintenance of property	Authorize Library Director and Town Administrator to formalize care and maintenance agreements.

Authority:

[RSA 202-A Public Libraries](#) defines a board of Library Trustees as “the governing body of the library.” Trustees are vested with the entire custody and management of the library.

- They hire the director,
- Adopt policies to govern the library’s operation and advocate for adequate financial support of the library.
- Trustees have the power to expend all funds provided to the library, and to determine how they will be spent.

NH public libraries are not town departments, subject to jurisdiction and review by the town manager and/or select board. The NH Supreme Court affirmed in *Town of Littleton v. Kathryn Taylor* (April 1994) that **the library is a separate and distinct entity from the town. The court ruled that the board of trustees is the sole governing body of the library and that library employees are not town employees.**

Most significant is the fiduciary responsibility/authority that BOT/TFL has as defined in RSA 202-A:1, “the public library is a valuable supplement to the formal system of free public education and as such deserves adequate financial support from government at all levels.

- Only trustees approve and submit the proposed and final library budget
- Only trustees make the decision of line allocations in the budget; only trustees make decisions regarding salaries and benefits, technology, and collection development
- Only trustees can move money from one line to another
- Trustees approve an Investment Policy for Trust Funds, bequests, and large donations made to the library

When developing the budget, the following income must be included:

- Overdue fines and payments for lost or damaged materials
- Contracted support of a library in another city or town
- Trust funds or interest income
- Grants, gifts, donations and bequests
- Bond issues
- Fees from non-resident cards
- Income from income-generating equipment, i.e., photocopier and printer, which is to be used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment, must be held in a non-lapsing fund (RSA 202-A:11-a)
- AND... all monies received from fines and payments of lost or damaged books or for the support of a library in another town which is to be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a non-lapsing separate fund and shall be in addition to the appropriation. (RSA 202-A:11, III)

According to the Justice Department, Office of the Attorney General, **the appropriation shall not be lowered because trust income is available. Library trustees are required to follow donor intent in expending trust fund income.** (RSA 202-A:22 and 23, RSA 31:25, and RSA 41:6). However, all income from trust funds that you anticipate spending must be included in the budget, with an offsetting expenditure.

The library must track operating money and revenue separately, using one tracking method for operating money and another for fines, lost or damaged books, and financial support for another library

as required by law (RSA 202-A:11-a. Trustees should review reports on BOTH accounts at every meeting.

Accurate, readily accessible accounting for every transaction of the library budget is of paramount importance to ensure the board of trustees' accountability for expending public money.

Taxpayer/public funds must be separate and distinct from any private funds held by the library.

Transactions and budget lines must be clearly delineated for all uses of trust funds; donations and grants, fines, and income-generating equipment. State or federal reports may be required. AND unexpended public funds may lapse to the town's general fund at the end of the year. **It is extremely important NOT to include the library's private funds in the total funds lapsed!**

All boards that invest funds must also have an investment policy that is approved annually. (RSA 31:25) The BOT/TFL meet annually with investment firm representatives. The BOT/TFL review their investment policy with the firm representatives. Following that meeting they discuss and adopt any suggested changes. The policy is published on the [library website](#).

The BOT/TFL is also mandated to abide by the rules for meetings and "right to know" detailed in [Chapter 91-A Access to Governmental Records and Meetings](#). They are also bound by numerous other statutes which are identified in the policy manual of the [Tucker Free Library](#).

TRUSTEES OF TUCKER FREE LIBRARY	TOWN OF HENNIKER SELECTBOARD
John Capuco	Kris Blomback
Debra Kreutzer	Tia Hooper
Anne Crotti	D. Scott Osgood
Frances Tain	Peter Flynn
E. Joseph Petrick	Leon Parker

Tucker Free Library
 Board of Trustees
 Minutes for a Non-Public Session

Date: 09/14/2022 **Present:** John Capuco Y N
 Anne Crotti Y N
 Debra Kreutzer Y N
 E. Joseph Petrick Y N
 Frances Tain Y N

Motion to enter NON-PUBLIC Session made by _____ Seconded by _____

CHECK THE Specific STATUTORY REASON cited as foundation for the NON-PUBLIC Session:

XXX	RSA 91-A:3 II(a) – The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
	RSA 91-A:3 II(b) – The hiring of any person as a public employee.
	RSA 91-A:3 II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board , unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
	RSA 91-A:3 II(d) – Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
	RSA 91-A:3 II(e) – Consideration or negotiation of pending claims or litigation which has been threaten in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
	RSA 91-A:3 II(i) – Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
	RSA 91-A:3 II(j) -- Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

ROLL CALL VOTE to ENTER NON-PUBLIC SESSION:

John Capuco Y N
 Anne Crotti Y N
 Debra Kreutzer Y N
 E. Joseph Petrick Y N
 Frances Tain Y N

ENTERED NON-PUBLIC SESSION AT: _____AM/PM

Other persons present during non-public session:

Description of matter discussed and final decision made:

Note: Under RSA 91-A:3 III. Minutes of proceedings in non-public session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in non-public session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to leave NON-PUBLIC Session made by _____ Seconded by _____

MOTION: PASSED DID NOT PASS (circle one)

Public session reconvened at _____AM/PM

Motion made to seal these minutes? If so, motion made by _____ Seconded by _____ because it is determined that divulgence of this information would likely:

XXX	Affect adversely the reputation of any person other than a member of the board, or
	Render the proposed action ineffective. Or
	Pertains to preparation or carrying out of actions regarding terrorism.

ROLL CALL VOTE to SEAL MINUTES:

John Capuco	Y	N
Anne Crotti	Y	N
Debra Kreutzer	Y	N
E. Joseph Petrick	Y	N
Frances Tain	Y	N

MOTION: PASSED DID NOT PASS (circle one)

These minutes recorded by: