January 7, 2020  Tucker Free Library, Trustee Meeting Minutes

ROLL CALL  ATTENDANCE: Lynn Piotrowicz, (Library Director), Patti Osgood (Chair), Sylvia Lennox (Friends’ Chair), Deb Kreutzer, Anne Crotti, John Capuco, Angelica Ladd (via phone)

WORKING SESSION  BUILDING PROJECT
   a) RFP for capital campaign consultant (includes edits by DK)
      Feedback from this document included discussion concerning inclusion of independent bidders.  Wording changed to include all possible bidders. Will be sent out this week.
   b) Warrant articles related to project
      Discussion led to decisions on 3 Warrant Articles to be prepared for upcoming Town Meeting in March.
      1. Library Operational Budget
      2. $109,250 for SMP continued design work
      3. Monies for hiring of a Capital Campaign Consultant ($ to be determined)

ITEM 1  Minutes of Meeting: DECEMBER 10, 2019
   MOVE TO ACCEPT: Patti Osgood SECONDED BY: Deb Kreutzer  VOTE: 4-0
Minutes of Meeting: DECEMBER 12, 2019
   MOVE TO ACCEPT: Patti Osgood SECONDED BY: Deb Kreutzer  VOTE: 4-0

ITEM 2  Public Forum:  None

ITEM 3  Treasurer’s Report
   a) Y-T-D Summary & Monthly Expenditure Manifest
      MOVE TO ACCEPT: Deb Kreutzer SECONDED BY: John Capuco  VOTE: 4-0
      TREASURER RECORDS VOTE AND SIGNS MONTHLY MANIFEST – Deb Kreutzer
   b) Personnel Timesheet Review
      TREASURER REVIEWS TIMESHEETS
      TREASURER SIGNS TIMESHEETS-Deb Kreutzer
   c) Monies to Be Accepted: $300.00 Donation by Carolyn and Rodney Patenaude
      MOVE TO ACCEPT: Anne Crotti SECONDED BY: Patti Osgood  VOTE: 4-0

ITEM 4  Director’s Report
   a) Request from Nicole Lang to sponsor Rotary Flag at TFL
      Trustees agreed.
   b) Charter Trust Conflict of Interest Form-All agreed to continued to use as is.
   c) After School Participation: Trustees discussed on-going concerns of behaviors of after school patrons in the young adult section.  Patti has talked with a school resource person and been offered in-service for library staff addressing handling of inappropriate behaviors.  Lynn will follow up on this.
   d) Moose Plate Grant – Status of sign? Will have window people remove the banner when they are taking the windows out.  John Capuco working on sign. Placement to be determined.
   e) Staffing: Brynna Newcomb has been hired.
   f) Town Meeting 2020 – 2/4/20-Town Budget Meeting 3/14/20 Town Meeting
   g) Election of Officers-Debra Kreutzer and John Capuco

ITEM 5  Friends’ Update-Notes from Meeting 1/5/20
   Membership Campaign Discussion and Building Project Work and Process for Donations
   a) PayPal account set up
   b) Media Contacts will be made and flyers posted around town
   c) Sharing of Thank-you note to be sent
   d) Friends reviewed and revised documents to customize for publishing on website
      o Gift Acceptance Police
      o Donor Privacy Policy
      o Donor Bill of Rights-Posted as is

ITEM 6  2020 Budget Deliberation:  No Change

ITEM 7  Set Future Meeting Dates:  February 12, 2020-Interview for Capital Consultant-YTBD
   March 3, 2020-6:00 Board Meeting
   March 3, 2020-7:00 SMP Public Presentation

ITEM 8  Other: None

ADJOURN  MOVE TO ADJOURN BY: John Capuco SECONDED BY: Anne Crotti  VOTE: 5-0
7:19 PM  NAME OF RECORDING SECRETARY: Anne Crotti