

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
WEDNESDAY SEPTEMBER 8, 2021 at 5:30 PM
In-person, Tucker Free Library - NH Room
ENTER THROUGH FRONT DOOR

ROLL CALL	Attendance
ITEM 1	Appointment with Joe Devine regarding Town Initiative; Citizen's Academy
ITEM 2	Public Forum
ITEM 3	Minutes of Meeting: July 28, 2021
ITEM 4	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest• Trust Fund Summary• Monies to Be Accepted/Gift to Be Accepted
ITEM 5	Director's Report
ITEM 6	Personnel Policy – Employee Merit and COLA Increases, 1 st Reading
ITEM 7	Governance Policy -- Amended Investment Policy, 1 st Reading
ITEM 8	Governance Policy – Library Credit Card Use Policy, 1 st Reading
ITEM 9	Memorandum of Understanding – Town of Henniker and Tucker Free Library (Draft)
ITEM 10	Trustee Updates, Questions, and/or Discussion
ITEM 11	Other
ITEM 12	Schedule Next Meeting

POSTED: SEPTEMBER 1, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

September 8, 2021	SUPPORTING DOCS	TUCKER FREE LIBRARY, TRUSTEE MEETING																									
ROLL CALL		ACTION - RECORD ATTENDANCE																									
		MEETING PARTICIPANTS	PRESENT																								
		John Capuco																									
		Anne Crotti																									
		Debra Kreutzer																									
		E. Joseph Petrick																									
		Frances Tain																									
		Lynn Piotrowicz- DIRECTOR																									
ITEM 1		APPOINTMENT WITH JOE DEVINE REGARDING TOWN CITIZEN’S ACADEMY From Joe: “I wanted to run something by you. In October/November, we are planning on doing a Citizens Academy. The idea is to get citizens involved and learn more about their town government through activities and classes. I was wondering if the library would like to have a night as well. You are an integral part of the town and the government, and it's good for people to see how the library and ran. Let me know your thoughts.” Lynn’s Response: “I am all for it! I would guess that the trustees would support this as well because that is their major goal for me to accomplish, i.e. educating the public. We have a board meeting on the 8 th if you would like to stop by at 5:30 to explain or let us know what you need.”																									
ITEM 2		Public Forum <table><tr><td>MEMBERS OF PUBLIC PRESENT</td><td>MEMBERS OF PUBLIC PRESENT</td></tr><tr><td></td><td></td></tr></table>		MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT																						
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ITEM 4	Treasurer’s Report, PG 6 Manifest PGS 7-8 Trust Fund Report, PG 9	Treasurer’s Report & Financial Deliberations 1) Y-T-D Summary, Trust Fund Accounting, & Monthly Expenditure Manifest MOVE TO ACCEPT: <table><tr><td>TRUSTEES</td><td>VOTE RECORD</td></tr><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></table> SECONDED BY: 2) Monies to Be Accepted/Gift to Be Accepted Quilted BANNER from Deborah Keiner MOVE TO ACCEPT: <table><tr><td>TRUSTEES</td><td>VOTE RECORD</td></tr><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></table> SECONDED BY:		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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ITEM 5		Director’s Report 1) Traffic, programs, and circulation 2) GRANTS – UPDATE a. Cogswell Benevolent Trust Update b. Moose Plate – Submitted application, awaiting notification c. SHARP – Humanities Project – Submitted d. NEH Office of Challenge Grants - Update																									

	Sample from Nashua Pub Lib, PG 10	<div>3) Staff updates – first holiday that falls under new personnel policy. Staff have been notified that they have until October 4, 2021 to use their Labor Day Holiday Time.</div> <div>4) NHDB Fees for 2022 \$1,922 and decrease from 2021 of \$17.00</div> <div>5) Post meeting follow-up with BOS. Strategies going forward.</div> <div>6) Messenger PSA and offer from patron to explore option for non-print media</div> <div>7) Preparing final magazine list</div> <div>8) Denise wants to start a special one-time welcome blast that will be sent to new patrons. Our ILS currently sends out a welcome to new patrons but it is just text and pretty lame. Our ILS currently sends out a welcome to new patrons but it is just text and pretty lame.</div> <div>9) Creating an additional newsletter that will target families with small children, this is in lieu of in person programming. It will push them to subscribe to a weekly activity program.</div> <div>10) Friends Update and Music on Main Street<ul style="list-style-type: none">Saturday September 18thThanks to Deb and Fran, staff created favorite book bags as part of raffle. Anne is also working on gift bags. John are you assisting?I WILL NOT BE AVAILABLE; can anyone commit to scheduled time to represent at table?</div>												
ITEM 6	Policy Doc PGS 11-17	<div>Personnel Policy – Employee Merit and COLA Increases – 1st Reading</div> <div>MOVE TO SECOND READING:SECONDED BY:</div> <table><tr><th>TRUSTEES</th><th>VOTE RECORD</th></tr><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></table>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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ITEM 7	PGS 18-21	<div>Governance Policy - Charter Trust/Bar Harbor Investment Policy -1st Reading</div> <div>MOVE TO SECOND READING:SECONDED BY:</div> <table><tr><th>TRUSTEES</th><th>VOTE RECORD</th></tr><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></table>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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ITEM 9	PGS 23-25	Memorandum of Understanding – Town of Henniker and Tucker Free Library (Draft)												
ITEM 10		Trustee Updates, Questions, and/or Discussion												
ITEM 11		Other												
ITEM 12		Schedule Next Meeting:												
ADJOURN PUBLIC SESSION		<div>MOVE TO ADJOURN MEETING BY:SECONDED BY:</div> <table><tr><th>TRUSTEES</th><th>VOTE RECORD</th></tr><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></table> <div>RECORDING SECRETARY:</div>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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Frances Tain														

ROLL CALL

5:30pm

ACTION - RECORD ATTENDANCE

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

ITEM 1

Public Forum

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
None	

ITEM 2

Minutes of Meeting: May 19, 2021

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, Trust Fund Accounting, & Monthly Expenditure Manifest

MOVE TO ACCEPT: John Capuco

SECONDED BY: Joseph Petrick

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

2) Monies to Be Accepted:

Bill and Anne Crotti, \$50.00 for the General Fund

Colleen Grady, \$80.00 to honor Joseph Grady

MOVE TO ACCEPT: Frances Tain

SECONDED BY: John Capuco

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

3) Continued discussion regarding Charter Trust/Bar Harbor Fund. Review John Capuco's suggested policy
1st reading will be sent to Charter Trust followed by a 2nd reading.

MOVE TO ACCEPT: Debra Kreutzer

SECONDED BY: Joseph Petrick

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) Traffic, programs, and circulation-Continued increase in circulation and attendance at Story Time

2) Company credit/debit card – Type and limits. Policy.

Trustees agreed to set up a credit card for the library with Citizens Bank. The credit limit will be \$5,000.00.

1st reading on policy for use will be put on the agenda for the next meeting.

3) Staff updates-Discussion of possible staff changes in the future months.

4) Friends' Update-The Friends have supported Steam kits and the summer adult raffle. Planning for participation at Music on Main Street is in process. The Ambassador Program was launched.

ITEM 5 Personnel Policy – Holiday (addition of Juneteenth once town addresses?)

Second Reading July 28, 2021

MOVE TO ACCEPT: Frances Tain

SECONDED BY: Debra Kreutzer

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

MOVE TO APPROVE THE HOLIDAY BANK SPREAD SHEET: Joseph Petrick SECONDED BY: ANNE CROTTI

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

ITEM 6 Personnel Policy – Employee Evaluations and Merit increases

After discussion, this item was tabled for this meeting.

ITEM 7 GRANTS – UPDATE

- 1) ARPA Round 1 – Submitted application, received funds, completed final report
- 2) ARPA Round 2 – Considerations/Competitive/Community Cooperation Project
- 3) Moose Plate – Submitted application, awaiting notification
- 4) SHARP – Humanities Project – Considerations/AV Equipment use for library programs

ITEM 8 Other

- 1) Magazine Subscriptions and additional fees for NHDB
Patrons will be surveyed to decide on 10 most popular subscriptions.
A total of \$500.00 will be allocated for this purchase.
Discussion of Downloadable available on Library Website
- 2) Ambassador program – social media campaign “WE MADE A DIFFERENCE!”
Library staff working on this outreach campaign
- 3) Newsletter and programming
- 4) Email from Town Administrator asking for input on projects we will be submit for funding.
Garaventa Replacement/Building Project will be included.
- 5) Sustainable Shelving Program (SSP) through Baker & Taylor. Mechanism to move weeded items out of building and in some cases earn credits toward our account.

ITEM 9 Schedule Next Meeting: September 8, 2021 at 5:30pm

**ADJOURN
PUBLIC
SESSION
7:30pm**

MOVE TO ADJOURN MEETING BY: Anne Crotti

SECONDED BY: Frances Tain

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

RECORDING SECRETARY: Anne Crotti

TUCKER FREE LIBRARY TREASURER'S REPORT

January 2021 through December 2021 (08312021)

		Selected Period	Budgeted	\$ Difference
4-0000	Income			
4-1000	Town Appropriation 2020	\$11,341.00	\$0.00	
	Town Appropriation - 2021	\$18,293.00	\$18,293.00	
4-1010	Heating Oil Appropriation (-6/31/32)	\$2,748.11	\$3,418.00	\$669.89
4-2000	Personnel Appropriation (-6/31/21)	\$101,844.63	\$195,366.00	\$93,521.37
4-3510	Contribution Overdue	\$96.74	\$0.00	(\$96.74)
4-3520	Copier	\$420.86	\$0.00	(\$420.86)
4-3530	DVD FINES	\$0.00	\$0.00	\$0.00
4-3540	Non-Resident Cards	\$50.00	\$0.00	(\$50.00)
4-3550	Overdue Processing Fee	\$5.00	\$0.00	(\$5.00)
4-3560	Damaged/Lost Books	\$86.97	\$0.00	(\$86.97)
4-3570	Damaged/Lost Audio	\$0.00	\$0.00	\$0.00
4-4000	Indirect Public Support	\$0.00	\$0.00	\$0.00
4-4035	COVID RELIEF	\$0.00	\$0.00	\$0.00
4-5010	Willis Cogswell Fund	\$15,271.71	\$14,818.05	(\$453.66)
4-5020	Town Trust Funds	\$11,062.48	\$8,296.83	(\$2,765.65)
4-5030	Established TrustFund Donation	\$750.00	\$0.00	(\$750.00)
4-5040	Memory/Honor Donations	\$0.00	\$0.00	\$0.00
4-5050	General Purpose Donation	\$384.00	\$0.00	(\$384.00)
4-6000	Sale of Surplus	\$26.00	\$0.00	(\$26.00)
4-6010	Refund from Vendor	\$0.00	\$0.00	\$0.00
4-6020	Staff Reimbursed Purchase	\$0.00	\$0.00	\$0.00
4-6095	Friends of Tucker Free Library	\$0.00	\$0.00	\$0.00
4-7000	Cat's Meow Sold	\$0.00	\$0.00	\$0.00
4-7005	FOR FRIENDS OF TFL	\$40.00	\$0.00	(\$40.00)
4-7015	Moose Plate Grant	\$0.00	\$0.00	\$0.00
4-7020	NHHC Speaker Reimbursement	\$1,600.00	\$0.00	(\$1,600.00)
4-9600	ARPA - Round 1	\$1,543.00	\$0.00	(\$1,543.00)
4-9605	Steam Kit	\$814.59	\$0.00	(\$814.59)
	Total Income	\$166,378.09	\$240,191.88	\$85,154.79
6-0000	Expenses			
6-1010	Heating Oil Appropriation (-6/31/32)	\$2,748.11	\$3,418.00	\$669.89
6-2000	Personnel Appropriation (-6/31/21)	\$101,844.63	\$195,366.00	\$93,521.37
6-2020	Meetings/Membership/Mileage	\$210.00	\$0.00	(\$210.00)
6-2030	Staff Development	\$44.56	\$74.97	\$30.41
6-3000	Books	\$8,854.40	\$11,999.97	\$3,145.57
6-3007	Downloadable Content	\$0.00	\$0.00	\$0.00
6-3010	Audio Books	\$665.83	\$1,125.00	\$459.17
6-3020	Periodicals	\$0.00	\$749.97	\$749.97
6-3030	DVD - Appropriation Fund	\$242.34	\$562.50	\$320.16
6-3035	DVD - Fine Revenue	\$226.31	\$168.03	(\$58.28)
6-4000	General Maintenance	\$2,859.00	\$7,125.03	\$4,266.03
6-4010	Building Repairs	\$129.00	\$2,925.00	\$2,796.00
6-4020	Utilities	\$4,344.84	\$5,686.38	\$1,341.54
6-4030	Supplies	\$2,549.26	\$2,531.25	(\$18.01)
6-4035	COVID RELATED SUPPLIES	\$509.03	\$749.97	\$240.94
6-5010	Technical Maintenance	\$110.00	\$374.94	\$264.94
6-5020	Equipment	\$3,288.94	\$0.00	(\$3,288.94)
6-6000	Library Programs - Contracted	\$3,906.00	\$3,004.47	(\$901.53)
6-6010	Library Program -Speaker & Sup	\$0.00	\$0.00	\$0.00
6-6020	Staff Reimbursed Purchase	\$0.00	\$0.00	\$0.00
6-6080	Bank Fees	\$0.00	\$0.00	\$0.00
6-6090	Trustees of the Trust Fund	\$575.00	\$0.00	(\$575.00)
6-6095	Friends of Tucker Free Library	\$0.00	\$0.00	\$0.00
6-7005	FOR FRIENDS OF TFL	\$40.00	\$0.00	(\$40.00)
6-7015	Moose Plate Grant	\$0.00	\$0.00	\$0.00
6-7020	NHHC Speaker Reimbursed	\$1,600.00	\$0.00	(\$1,600.00)
6-9600	ARPA - Round 1	\$1,570.24	\$0.00	(\$1,570.24)
6-9605	STEAM KIT	\$814.59	\$0.00	(\$814.59)
	Total Expenses	\$137,132.08	\$235,861.48	\$98,729.40

Tucker Free Library MANIFEST FOR APPROVAL 7/21/2021 To 8/31/2021

		ID#	Acct#	Account Name	Debit	Credit
BILLS PAID						
CD	21-Jul-21	Baker & Taylor				
		5376	1-1100	General Checking Account		\$1,645.37
		5376	6-3000	Books	\$1,375.43	
		5376	6-3010	Audio Books	\$269.94	
CD	27-Jul-21	Friends of Tucker Free Library				
		1024	1-1100	General Checking Account		\$40.00
		1024	6-6095	Friends of Tucker Free Library	\$40.00	
CD	28-Jul-21	TDS				
		5380	1-1100	General Checking Account		\$41.46
		5380	6-4020	Utilities	\$41.46	
CD	28-Jul-21	TDS				
		5381	1-1100	General Checking Account		\$43.32
		5381	6-4020	Utilities	\$43.32	
CD	3-Aug-21	Cogswell Spring Water Works				
		5378	1-1100	General Checking Account		\$163.80
		5378	6-4020	Utilities	\$163.80	
CD	3-Aug-21	SYNCB/Amazon				
		5379	1-1100	General Checking Account		\$451.97
		5379	6-4030	Supplies	\$399.99	
		5379	6-3030	DVD - Appropriation Fund	\$17.99	
		5379	6-3000	Books	\$15.00	
		5379	6-3000	Books	\$18.99	
CD	10-Aug-21	Monadnock Security Systems, Inc				
		5382	1-1100	General Checking Account		\$408.00
		5382	6-4020	Utilities	\$408.00	
CD	10-Aug-21	Star Light Cleaning Services				
		5383	1-1100	General Checking Account		\$360.50
		5383	6-4000	General Maintenance	\$360.50	
CD	11-Aug-21	Comcast				
		5385	1-1100	General Checking Account		\$118.44
		5385	6-4020	Utilities	\$118.44	
CD	11-Aug-21	Eversource				
		5387	1-1100	General Checking Account		\$361.50
		5387	6-4020	Utilities	\$361.50	
CD	17-Aug-21	Baker & Taylor				
		5384	1-1100	General Checking Account		\$453.48
		5384	6-3010	Audio Books	\$96.22	
		5384	6-3000	Books	\$357.26	
CD	17-Aug-21	DEMCO				
		5386	1-1100	General Checking Account		\$299.73
		5386	6-4030	Supplies	\$299.73	
CD	24-Aug-21	SYNCB/Amazon				
		5388	1-1100	General Checking Account		\$1,389.15
		5388	6-4030	Supplies	\$1,192.67	
		5388	6-4035	COVID RELATED SUPPLIES	\$92.79	
		5388	6-3000	Books	\$103.69	
Grand Total:					\$5,776.72	\$5,776.72
MONIES RECEIVED						
CR	27-Jul-21					
		CR000341	1-1100	General Checking Account	\$488.34	

		CR000341	4-3510	Contribution Overdue		\$3.00	
		CR000341	4-3520	Copier		\$60.00	
		CR000341	4-5050	General Purpose Donation		\$80.00	
		CR000341	4-7005	FOR FRIENDS OF TFL		\$40.00	
		CR000341	6-9600	ARPA - Round 1		\$305.34	
CR	3-Aug-21						
		CR000342	1-1100	General Checking Account	\$18.50		
		CR000342	4-3520	Copier		\$18.50	
CR	10-Aug-21	Town Appropriation					
		CR000343	1-1100	General Checking Account	\$23,591.18		
		CR000343	4-1000	Town Appropriation		\$18,293.00	
		CR000343	4-5010	Willis Cogswell Fund		\$5,251.18	
		CR000343	4-6000	Sale of Surplus		\$12.00	
		CR000343	4-3510	Contribution Overdue		\$7.00	
		CR000343	4-3520	Copier		\$28.00	
CR	17-Aug-21	Matthew Clark					
		CR000344	1-1100	General Checking Account	\$6.00		
		CR000344	4-3520	Copier		\$6.00	
CR	31-Aug-21						
		CR000345	1-1100	General Checking Account	\$63.75		
		CR000345	4-3520	Copier		\$60.00	
		CR000345	4-3510	Contribution Overdue		\$3.75	
				Grand Total:	\$24,167.77	\$24,167.77	

TRUST FUND ACCOUNTING

Charter Trust

12/31/2018 12/31/2019 12/31/2020 3/31/2021 7/21/2021 8/25/2021

SUBFUND	Starting Balance	12/31/2013	% of Fund							
Cammett, Helen	\$ 5,001.13	\$ 6,506.69	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,047.78	\$ 9,490.87	\$ 9,772.51	
Childs, Anna	\$ 7,247.14	\$ 9,109.37	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 12,666.89	\$ 13,287.21	\$ 13,681.51	
Soderstrom, Ann	\$ 189,147.45	\$ 182,352.64	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 253,567.60	\$ 265,985.27	\$ 273,878.44	
TD Bank Refund	\$ 7,111.97	\$ 8,592.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 11,948.81	\$ 12,533.97	\$ 12,905.92	
Total of Funds	\$ 208,507.69	\$ 206,561.67	100%	\$229,129.58	\$266,654.76	284,761.29	287,231.08	301,297.32	310,238.38	

TD Bank

Willis Cogswell - QTRLY REPORTING \$ 407,576.11 | \$ 341,727.77 | \$ 387,192.97 | \$ 407,824.58 | \$ 410,711.63 | \$ 426,083.10 |

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2020	BALANCE 12/31/19	EXPENDED 2020	DONATIONS TO 2020	DEPOSIT TO TRUST FUND	BALANCE 12/31/2020	REC'D 2021	\$TO SPEND 2021	
L.A. Cogswell	LIBRARY OPERATIONS	\$ 1,777.48	\$ -	\$ 1,459.54				\$ 1,472.54	\$ 1,472.54	
Dr. Francis O. Holmes	MEMORIAL BOOKS	\$ 138.38	\$ 30.02	\$ 69.74			\$ 98.66	\$ 114.64	\$ 213.30	NATURE, NATURALIST, SCIENCE, SCIENCE BIO
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,151.78	\$ -	\$ 945.76				\$ 954.18	\$ 954.18	
A.D. Huntoon	LIBRARY OPERATIONS	\$ 78.82	\$ -	\$ 64.73				\$ 65.29	\$ 65.29	
Marjorie B. Bennett	MEMORIAL BOOKS	\$ 765.58	\$ 196.12	\$ 531.97			\$ 429.73	\$ 634.23	\$ 1,063.96	AUDIO BOOKS
Scott J. Berry	MEMORIAL BOOKS	\$ 136.81	\$ 356.02	\$ 40.42			\$ 452.41	\$ 113.34	\$ 565.75	ART, DESIGN, DIY, HOME, YARD & GARDEN STRUCTURES
Mary F. Kjellman	MEMORIAL BOOKS	\$ 214.77	\$ 122.42	\$ 68.73	\$ 275.00	\$ 275.00	\$ 268.46	\$ 180.96	\$ 449.42	HEALTH, WOMEN ACHIEVERS, GARDENING, HISTORY
James W. Doon	MEMORIAL BOOKS	\$ 63.74	\$ 395.37	\$ -			\$ 459.11	\$ 52.79	\$ 511.90	ANYTHING NH OR NEW ENGLAND
Preston Fund	LIBRARY OPERATIONS	\$ 801.79	\$ -	\$ 658.37				\$ 664.23	\$ 664.23	
Alice V. Colby	LIBRARY OPERATIONS	\$ 23.70	\$ -	\$ 19.47				\$ 19.65	\$ 19.65	
George W. Tucker	LIBRARY OPERATIONS	\$ 7,535.66	\$ -	\$ 6,187.71				\$ 6,242.82	\$ 6,242.82	
Robert N. Fitch	MEMORIAL TECHNOLOGY	\$ 507.09	\$ 1,137.91	\$ -	\$ 300.00	\$ 300.00	\$ 1,645.00	\$ 440.86	\$ 2,085.86	TECH EQUIPMENT ONLY
Walter K. Robinson	MEMORIAL BOOKS	\$ 123.58	\$ 12.53	\$ 23.81			\$ 112.30	\$ 106.96	\$ 219.26	CLASSICS
		\$ 13,319.18	\$ 2,250.39	\$ 10,070.25			\$ 3,465.67	\$ 11,062.49	\$ 14,528.16	



Welcome to the Library



Congratulations on becoming a Nashua Public Library cardholder!

Keep up with library events, virtual or in-person, by subscribing to [our newsletters](#). Select newsletters based on your interests: computer

classes, book discussions, history, concerts, and more. Your library card lets you check out books, DVDs, magazines, and CDs. You can also:

- Stream movies and download e-books, audiobooks, and digital magazines at nashualibrary.org/emedial.
- Place holds on materials you want to borrow. [Search](#) for the item you want and then click Place Hold.
- Get book recommendations from local celebrities and staff using [Reading Radar](#).
- Use [passes](#) for free or discounted admission to museums, zoos, and other attractions.
- Take our [online courses](#).
- Use our [databases](#) to research genealogy, business, health, and other topics.

Contact me anytime with questions or suggestions for the library. I hope you enjoy using your library card!

Carol Luers Eyman
Outreach and Marketing Librarian
Nashua Public Library
Direct line: 603-589-4610
www.nashualibrary.org
www.facebook.com/nashuapubliclibrary
www.instagram.com/nashualibrary

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- J. **PERFORMANCE EVALUATIONS, MERIT AND COLA INCREASES:** The performance review provides an opportunity to compare performance relative to position requirements and to formulate job goals. Performance evaluations generally will be performed annually and may be more often for new staff members. Staff members will be given the opportunity to review written evaluations, to discuss evaluations with a supervisor and to respond in writing to the evaluations contents. The staff member will be asked to sign the evaluation to acknowledge its receipt. The evaluation and the staff member's comments, if any, will become a part of the staff member's personnel file. The Library Director generally will be reviewed by the Board of Trustees annually (See Appendix 19 & Appendix 20).

As per the Town of Henniker Employee Evaluations and Merit Increase policy dated 05/04/2021, "employees will be eligible for an annual merit pay wage increase between zero percent (0.0%) and four percent (4.0%) based upon the results of the annual performance evaluation process."

These evaluations are to be conducted in advance of annual budget discussion which traditionally begins at the October Trustees Board meeting. The director will calculate the amount each employee is eligible to receive. The director will only report the total amount of the merit increases to maintain personnel confidentiality. This amount will be identified on the budget worksheet for trustees as MERIT INCREASE.

As stated in the Town of Henniker policy on salary increases, "Merit pay increases will not be diminished because of financial considerations of the Department or the Town."

Additionally, the Town of Henniker follows the State of New Hampshire employee pay parameters with regard to Cost of Living Adjustments (COLA). The COLA increase is based on the negotiated contract of state employees and is set by the federal government. The Town of Henniker has mirrored this practice, using the state COLA figures since 1971.

The Board of Selectmen approve the COLA figure in advance of budget deliberations. Department heads are notified of the figure. COLA is not performance based. All employees receive COLA in addition to their calculated performance-based MERIT increases. Once the COLA figure has been determined, the director will calculate the amount each employee will receive. The director will only report the total amount of the COLA increase to maintain personnel confidentiality. This amount will be included in the budget worksheet and identified for trustees as COLA INCREASE.

It is the practice of the Tucker Free Library to wait until the pay period

immediately following Town Meeting to finalize and notify employees of their actual pay increase. The director and treasurer then prepare a memo, requesting payment for all employee pay considerations, retroactive to January 1st of each year. The amount is based on the number of hours the employee has worked since January 1.

**(Amended PERFORMANCE Evaluation Policy
Replaces Policy J dated: 01/13/2005
First Reading:
Second Reading:
Approved by Board of Trustees, xx/xx/xxxx)**

2021 Tucker Free Library Budget		APPROPRIATED IN 2021	2022 TRUSTEE BUDGET	COMMENTS FOR DISCUSSION
1				
2	PERSONNEL EXPENSES	\$ 199,273.44	\$ -	
3	6-2000 Library -- Wages	\$ 153,756.00		
4	Library - COLA			
5	Library - MERIT			
6	Library - Longevity Pay for Employees			
7	Library -- Fica (7.65% of Library Wages)	\$ 12,147.36		
8	Library -- Retirement (11.17% of Eligible Wages)	\$ 9,333.14		
9	Library - Benefit: Health Insurance (Confirmed)	\$ 17,878.30		
10	Library - Benefits: Dental, Life, Disability (short & long)			
11	Library -- Workers Comp/Unemp Ins	\$ 875.64		
12	6-2020 Library -- Membership & Mileage	\$ 150.00		
13	6-2030 Library -- Staff Development	\$ 100.00		
14	ACQUISITION EXPENSES	\$ 16,350.00	\$ -	
15	6-3000 Library Acquisition -- Books	\$ 14,000.00		
16	6-3010 Library Acquisitions -- Audio Books	\$ 1,200.00		
17	6-3020 Library Acquisitions -- Periodicals	\$ 400.00		
18	6-3030 Library Acquisitions -- DVD Appropriation Fund	\$ 750.00		
19	6-3035 Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	\$ 224.00	\$ -	We no longer fine for overdue DVD
20	FACILITY MANAGEMENT EXPENSES	\$ 38,900.00		
21	6-4000 Library General Maintenance -- Janitorial	\$ 19,500.00		
22	6-4010 Library General Maintenance -- Blding Repairs	\$ 3,900.00		
23	6-4020 Library Utilities (Total - Heating Oil)	\$ 7,581.80		
24	Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	\$ 3,418.20		
25	6-4030 Library Blding Maintenance Supplies	\$ 4,500.00		
26	6-4035 COVID Related Expenses	\$ 1,000.00		
27	TECHNOLOGY MANAGEMENT EXPENSES	\$ 500.00	\$ -	
28	6-5010 Library Tech Maintenance	\$ 500.00		
29	6-5020 Library Equipment	\$ -	\$ -	
30	PROGRAM EXPENSES	\$ 4,256.00	\$ -	
31	6-6000 Library Program - Contracted Services	\$ 4,006.00		
32		Apollo \$ 1,950.00	\$ 1,950.00	Set by vendor, can't be changed
33		NHDB ebook/audiobook fee/magazine \$ 1,956.00	\$ 1,956.00	Set by NHDB Consortium, can't be changed
34		Website		
35	6-6010 Library Program - Speakers & Supplies	\$ 250.00		
36	TOTAL LIBRARY OPERATIONS BUDGET	\$ 259,279.44	\$ -	
37	LIBRARY REVENUE PROJECTIONS	\$ 30,000.00	\$ 30,000.00	
38	TOTAL PERSONNEL & OPERATIONAL APPROPRIATION	\$ 229,279.44	\$ (30,000.00)	
39	CHANGE OVER 2021 BUDGET	\$ 229,279.44	\$ (259,279.44)	

Appendix 19

Employee Review -- Annual

MEASUREMENTS		DESCRIPTIONS	RATINGS					COMMENTS
			1	2	3	4	5	
ADAPTABILITY		Knowledge & compliance with standards. Acceptance of policy & procedure.	1	2	3	4	5	
APPEARANCE		Overall appearance is appropriate for the job.	1	2	3	4	5	
ATTENDANCE & PUNCTUALITY			1	2	3	4	5	
ATTITUDE		Cooperative with supervisor and fellow workers. Accepts constructive criticism. Positive.	1	2	3	4	5	
COMMUNICATION - ORAL		Explains self clearly and concisely. Good listening habits.	1	2	3	4	5	
COMMUNICATION - WRITTEN		Detailed, clear, and concise.	1	2	3	4	5	
DEPENDABILITY		Demonstrates confidence and reliability.	1	2	3	4	5	
INITIATIVE		Self-starter. Satisfactorily completes assignments. Introduces new ideas or work methods.	1	2	3	4	5	
INTERPERSONAL RELATIONS		Works effectively with others to accomplish work projects and goals.	1	2	3	4	5	
JUDGMENT		Clarity in analysis and decision making process. Use of common sense.	1	2	3	4	5	
KNOWLEDGE		Ability to learn, retention level. Applies what is learned.	1	2	3	4	5	
ORGANIZATION		Sets priorities in order to complete work in an appropriate and timely manner.	1	2	3	4	5	
PERSEVERANCE		Continues a course of action in spite of difficulties or obstacles.	1	2	3	4	5	
PROBLEM SOLVING		Analytical skills and creativity. Recognizes, defines, and solves problems.	1	2	3	4	5	
PRODUCTIVITY		Adherence to standards of productivity/amount of work produced. Works steadily and actively to complete assignments within established time frames. Meets department standards for quantity.	1	2	3	4	5	
PUBLIC RELATIONS		Attitude regarding quality of service, knowledge, technique, friendliness, and helpfulness.	1	2	3	4	5	
QUALITY		Demonstrates pride in all phases of work.	1	2	3	4	5	
SAFETY		Adheres to rules and practices of safety.	1	2	3	4	5	
SUPERVISOR'S ADDITIONAL COMMENTS:								EMPLOYEE COMMENTS/GOALS:
SUPERVISOR'S SIGNATURE:								EMPLOYEE SIGNATURE:
DATE:								DATE:

Appendix 20
TUCKER FREE LIBRARY
PERFORMANCE EVALUATION
LIBRARY DIRECTOR & OTHER SENIOR MANAGEMENT POSITIONS

Date of Evaluation:

Period of Evaluation:

Employee:

Title:

Supervisors:

Rating Scale

Excellent Work: This rating describes performance, which is very good. Performance requirements are clearly and consistently met and exceed expectations in many aspects of the job. There are relatively few ways in which the employee's performance could be improved upon.

Successful Work: This rating describes performance, which is good. Performance requirements are almost always met. There is no immediate need to improve performance.

Needs Development: This rating describes performance, which is marginal. While the employee has fulfilled most of the minimum requirements for the position, the level of performance clearly needs improvement.

Unacceptable Work: This rating describes performance, which is inadequate. Performance is sufficiently weak that the employee's work must be frequently check to be certain it is done properly.

N/A: Not Applicable.

Essential Functions of the Position

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

1. Work Skills

Rating:

Factors considered in this category are: Job knowledge, accuracy, meeting schedules and deadlines, actual output, thoroughness, communication.

Comments:

2. Work Habits and Work Relations

Rating:

Factors considered in this category are: Professionalism, unsupervised performance dependability, ability to work with others, public relations.

Comments:

3. Work Habits/Attitudes

Rating:

Factors considered in this category are: Effort to improve, initiative, interest in work, acceptance of responsibility, acceptance of direction, acceptance of constructive criticism.

Comments:

4. Management Skills

Rating:

Factors considered in this category are: Use of time and resources, establishing goals and objectives, achieving goals and objectives, budgeting, adherence to policies and procedures.

Comments:

5. Supervisory Skills

Rating:

Factors considered in this category are: Leadership, effective instruction and communication, training of employees.

Comments:

6. Performance Evaluations of Subordinates

Rating:

Factors considered in this category are: Quality, timeliness, objectivity.

Comments:

7. Decision Making Ability

Rating:

Factors considered in this category are: Judgment, well-timed decisions, problem anticipation, objectivity, analyzing and use of information.

Comments:

8. Overall Evaluation

Rating:

Comments:

Employee Comments:

Goals and Objectives:

A. What job-related goals will you be striving for during the upcoming year?

B. Action steps on part of Employee Action steps on part of supervisor?

My signature certifies that I have reviewed this evaluation with my supervisor.

Employee Signature:

Date:

Supervisor Signature:

Date:

2. Tucker Free Library Investment Policy

Approved by Board of Trustees, 02/09/2010

General

The purpose of this policy is to outline general guidelines for the accomplishment of Library objectives while ensuring compliance with state and federal laws for the investment of funds dedicated to Tucker Free Library. This policy is also designed to outline internal controls over the safeguarding of fund assets. The investment policy retains management control of the Fund's investment portfolio in the Trustees, subject to the guidelines of this policy. The overall portfolio should be managed in accordance with the Prudent Investor Rule. The definition is based on RSA31:25-b.

"A prudent investment is one in which a prudent man would purchase for his own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived there from."

In carrying out these duties, the Trustees may retain an Investment Advisor to assist in managing the assets of the Fund. The Investment Advisor's role is to provide guidance to the Trustees on matters pertaining to the investment of Fund assets including investment policy, monitoring Fund performance, and compliance of the Investment Policy.

Objectives

The primary objective of the Library's investment activities is, in priority order:

1. To conform with all applicable federal, state and other legal requirements (legal).
2. To adequately safeguard principal (safety).
3. To provide sufficient liquidity to meet unanticipated needs.
4. To obtain a reasonable rate of return (yield).

Diversification

It is the policy of the Tucker Free Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Trustee Responsibility

- Retain a qualified Investment Advisor to assist in the development and implementation of the investment policy.
- Establish the investment policy for the funds.
- Meet a minimum of twice per year to review investment performance and other issues that may arise.

Investment Advisor Responsibility

- Assist the Trustees of the Tucker Free Library in establishing the investment policy and guidelines contained in this policy.
- Meet with the Trustees on a semi-annual basis to review investment performance and certify compliance with the 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: first, safety and preservation of principal; second, liquidity; and third, 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 the purchasing power of the funds principal 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 these funds.

3. Spending Policy

The Tucker Free Library has adopted a spending policy rule that allows a percentage of the average market value over the trailing three years to be used for capital improvements and special projects. It is the Trustees' intention that these funds are not to be used for general operating expenses. The Tucker Free Library has a December 31 fiscal year end. The allowable percentage rate is set to provide a relatively predictable stream of income while maintaining a principal base that will grow. The spending policy and allowable percentage are reviewed annually by the Trustees and the investment manager. The allowable percentage rate shall not exceed 1.5% unless approved by the Board of Trustees.

4. Investment Authority

Professional guidance: 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 the investment guidelines outlined in this policy.

5. 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, **Charter Trust Company**. 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 Statement should be reviewed and approved by the Trustees at least annually.

6. Approved Investments

- a. 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.

7. Constraints

a. Guidelines – 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. Equities 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 reviews 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.

_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date

Addition to GENERAL INVESTMENT Policy: 02/09/2010
This policy is specific to funds invested through Charter
Trust/ Bar Harbor
First Reading: 09/08/2021
Second Reading:
Approved by Board of Trustees, xx/xx/xxxx)

Section I – Governance

4. Credit card Policy

This policy establishes guidelines for the distribution and use of credit cards approved by the Board of Trustees for staff use. The use of credit cards for purchasing in some instances streamlines procurement, provides a clear record of purchase, and reduces reimbursements to staff. Acceptable use of the credit card includes:

- a) Collection materials and processing supplies
- b) Program supplies and refreshments necessary for program
- c) Digital media for library-owned devices
- d) Professional memberships
- e) Conference/workshop registration and related travel expenses
- f) Office equipment and supplies
- g) Hardware and software

The Tucker Free Library Board of Trustees make all decisions regarding credit card issuance and controls. The library director will manage the use of and enforce controls on use. Library credits cards will be established in the name of Tucker Free Library and issued with specific employee names.

- a) Only the Board of Trustees, specifically those trustees who have signatory privileges with the library bank account, can authorize, cancel, and or suspend use of the library credit card.
- b) The library credit card can only be used by the person whose name is on the card. The card holder is responsible for the security of the card and all associated confidentiality of the credit card number, expiration date, security code, etc.
- c) Library credit cards are to be used for purchases only. Cash advances of any kind are prohibited. Purchasing Travelers' checks or money orders is also prohibited.
- d) Library card are not to be used for personal purchases or expenses of any kind.
- e) Any use of the Tucker Free Library credit card by an employee may result in loss of credit card use and/or disciplinary action against the employee, up to and including termination of employment. If misuse is established, the employee will be required to reimburse the library for any improper credit card purchases.
- f) Library credit cards are the property of Tucker Free Library and must be returned upon termination of employment. Upon notification of termination, the account will be closed immediately.
- g) Payment of the monthly balance will be made to avoid finance charges.
- h) Each time a library card is used, the customer copy of the receipt must be submitted. All receipts should clearly show the items purchased and include a notation of the budget category the purchase falls under. Additional documents may be required if the purchase is outside normal budget categories.
- i) If the credit card is lost or stolen the card holder must immediately notify the bank. The library trustees should also be notified.
- j) In the event that a personal purchase is made accidentally using the library credit card, the card holder should notify the treasurer and document the incident immediately. Restitution should also occur at the time.

First Reading:
Second Reading:
Approved by Board of Trustees, xx/xx/xxxx

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