



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 March 16, 2022 at 5:00 PM**  
**In-person, Tucker Free Library - NH Room**  
**ENTER THROUGH FRONT DOOR**

ROLL CALL	Attendance
ITEM 1	Annual Board Reorganization
ITEM 2	Public Forum
ITEM 3	Minutes of Meeting: January 12, 2022
ITEM 4	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none"><li>• Year-to-Date Summary</li><li>• Monthly Manifest</li><li>• Trust Fund Accounting</li><li>• Monies/Gifts to be Accepted</li></ul>
ITEM 5	Director's Report
ITEM 6	WHAT'S NEXT
ITEM 7	Garaventa Replacement
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: March 9, 2022 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

<p><b>ROLL CALL</b></p>		<p><b>ACTION - RECORD ATTENDANCE</b></p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></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><b>ITEM 3</b></p>	<p><b>PGS 4-5</b></p>	<p><b>Minutes of Meeting: January 19, 2022</b>  <b>MOVE TO ACCEPT:</b> <span style="float: right;"><b>SECONDED BY:</b></span></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													
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<p><b>ITEM 4</b></p>	<p><b>Manifest, PG, 6 - 8</b>   <b>Treasurer's Report, PG 9</b>   <b>Trust Fund Report, PG 10</b></p>	<p><b>Treasurer's Report &amp; Financial Deliberations</b>  1) Y-T-D Summary, Monthly Expenditure Manifest, &amp; Trust Fund Accounting  <b>MOVE TO ACCEPT:</b> <span style="float: right;"><b>SECONDED BY:</b></span></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) Monies/Gifts to Accept: DARBY &amp; BILL MCGRAW \$200.00, JOSEPH &amp; JOANNE GRADY \$100.00  <b>MOVE TO ACCEPT:</b> <span style="float: right;"><b>SECONDED BY:</b></span></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><b>ITEM 5</b></p>	<p><b>COVID GRAPHS, PGS 14-15</b></p>	<p><b>Director's Report</b>  1) The ILL issue  2) COVID HISTORY  3) Friends Projects</p>																								
<p><b>ITEM 6</b></p>	<p><b>PGS 11-13</b></p>	<p><b>WHAT'S NEXT? – Working Session</b></p>																								
<p><b>ITEM 7</b></p>		<p><b>Garaventa Replacement &amp; Door Project</b></p>																								

ITEM 8		Other
ITEM 9		Schedule Next Meeting:

**ROLL CALL**

**ACTION - RECORD ATTENDANCE**

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

**ITEM 1**

**Public Forum**

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
n/a	

**ITEM 2**

**Minutes of Meeting: December 15, 2021**

**MOVE TO ACCEPT: with corrections, John**

**SECONDED BY: Joe**

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

**ITEM 3**

**Treasurer’s Report & Financial Deliberations**

1) Y-T-D Summary, Monthly Expenditure Manifest, & Trust Fund Accounting

**MOVE TO ACCEPT: Deb**

**SECONDED BY: Anne**

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

2) Monies/Gifts to Accept: Rich & Nancy Annis, \$200.00 in memory of Patricia Clement, \$150.00 Martha Nemiccolo for the Mary Kjellman Fund

**MOVE TO ACCEPT: Anne**

**SECONDED BY: Deb**

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

**ITEM 4**

**Director’s Report**

- Upcoming staffing changes. Recruitment needs will be determined after Town Meeting. Current staff will fill any gaps in staffing as needed.
- Review of upcoming newsletter – next issue to go out 1/29/22.
- Review of new brochure and plans to disseminate to new residents.
- Virtual programming started in January. More programs coming up in Feb and March.
- Received half of Moose Plate funds on 1/9/22 (\$4,975). Designated for repair of granite and mortar on front of building (NORTH ELEVATION)/Facing Western Avenue).
- Demonstrated the new automated library window blinds.

**ITEM 5**

**2022 Town Meeting: Annual Report, Warrant Articles, & Budget Deliberations**

- Lynn submitted annual report to Town Hall. Lynn also submitted warrant articles.

**ITEM 6**

**Building Project Strategy Session**

- Feedback from meeting on 12/20/2021 – discussed recent BOS and CIP meetings that Board members have attended and/or watched and next steps.

**ITEM 7**

**2022 TOWN MEETING Calendar**

2022 Budget Calendar Commitments

- 1) BOS Public Hearing on Budget 2/1
- 2) Town Meeting Part 1 – 3/8
- 3) Town Meeting Part 2 – 3/12

To attend:

- BOS Public Hearing on Budget 2/1 (start at 6:15pm at Community Center) – Tentatively all
- Town Meeting Part 2 – 3/12 – All

**ITEM 8**

**Other**

- The Friends have begun their annual membership drive. Are also working on co-hosting a concert for kids in June 2022 as part of summer concert series.

**ITEM 9**

**Schedule Next Meeting:**

- Tentatively set for 2/2/22, 5pm, pending outcome of the 2/1 budget hearing (if not, no February meeting)

**ADJOURN  
6:15pm**

**MOVE TO ADJOURN MEETING BY: Joe SECONDED BY: Deb**

TRUSTEES	VOTE RECORD
John Capuco	<b>YES</b>
Anne Crotti	<b>YES</b>
Debra Kreutzer	<b>YES</b>
E. Joseph Petrick	<b>YES</b>
Frances Tain	<b>YES</b>

**RECORDING SECRETARY: Fran Tain**

# Tucker Free Library MANIFEST FOR APPROVAL

1/1/2022-3/18/2022

BILLS PAID	ID#	Acct#	Account Name	Debit	Credit
CD 4-Jan-22	Marc Aucoin's Electrical Service 5434	1-1100	General Checking Account		\$430.29
		6-4010	Building Repairs	\$430.29	
CD 4-Jan-22	Friends of Tucker Free Library 5437	1-1100	General Checking Account		\$500.00
		6-6095	Friends of Tucker Free Library	\$500.00	
CD 5-Jan-22	Comcast 5440	1-1100	General Checking Account		\$118.44
		6-4020	Utilities	\$118.44	
CD 7-Jan-22	Fitch Fund and Kjellman Fund 5438	1-1100	General Checking Account		\$1,050.00
		6-6090	Trustees of the Trust Fund	\$1,050.00	
CD 11-Jan-22	Biblionix 5439	1-1100	General Checking Account		\$1,950.00
		6-6010	Library Program -Speaker & Sup	\$1,950.00	
CD 11-Jan-22	Park Street Foundation 5441	1-1100	General Checking Account		\$1,922.00
		6-6000	Library Programs - Contracted	\$1,922.00	
CD 12-Jan-22	Citizens Bank Businss Card 5442	1-1100	General Checking Account		\$480.00
		6-5010	Technical Maintenance	\$480.00	
CD 12-Jan-22	Eversource 5443	1-1100	General Checking Account		\$159.61
		6-4020	Utilities	\$159.61	
CD 19-Jan-22	Maria Sanders 5444	1-1100	General Checking Account		\$200.00
		6-7020	NHHC Speaker Reimbursed	\$200.00	
CD 19-Jan-22	Mark Reilly White Tornado 5445	1-1100	General Checking Account		\$400.00
		6-4000	General Maintenance	\$400.00	
CD 19-Jan-22	Town of Henniker 5446	1-1100	General Checking Account		\$110.49
		6-6080	Town of Henniker (Refund)	\$110.49	
CD 25-Jan-22	Baker & Taylor 5447	1-1100	General Checking Account		\$1,460.64
		6-3010	Audio Books	\$205.09	
		6-3010	Audio Books	\$81.18	
		6-3000	Books	\$1,174.37	
CD 1-Feb-22	Judith Black NH Humanities 5448	1-1100	General Checking Account		\$200.00
		6-7020	NHHC Speaker Reimbursed	\$200.00	
CD 1-Feb-22	SYNCB/Amazon 5449	1-1100	General Checking Account		\$734.06
		6-3035	DVD - Fine Revenue	\$18.34	
		6-3000	Books	\$102.06	
		6-4030	Supplies	\$370.92	
		6-3010	Audio Books	\$23.49	

		5449		6-4035	COVID RELATED SUPPLIES	\$219.25	
CD	2-Feb-22	TDS 5450 5450		1-1100 6-4020	General Checking Account Utilities	\$37.25	\$37.25
CD	2-Feb-22	TDS 5451 5451		1-1100 6-4020	General Checking Account Utilities	\$42.18	\$42.18
CD	2-Feb-22	Citizens Bank Businss Card 5452 5452 5452 5452		1-1100 6-4030 6-6000 6-6010	General Checking Account Supplies Library Programs - Contracted Library Program -Speaker & Sup	\$207.92 \$149.90 \$23.20	\$381.02
CD	8-Feb-22	petty cash 1025 1025		1-1100 6-4030	General Checking Account Supplies	\$100.00	\$100.00
CD	8-Feb-22	Graham Pendlebury 5453 5453		1-1100 6-7015	General Checking Account Moose Plate Grant	\$150.00	\$150.00
CD	9-Feb-22	Comcast 5454 5454		1-1100 6-4020	General Checking Account Utilities	\$118.44	\$118.44
CD	9-Feb-22	Eversource 5455 5455		1-1100 6-4020	General Checking Account Utilities	\$157.27	\$157.27
CD	23-Feb-22	Baker & Taylor 5456 5456 5456		1-1100 6-3010 6-3000	General Checking Account Audio Books Books	\$37.93 \$743.35	\$781.28
CD	23-Feb-22	Cogswell Spring Water Works 5457 5457		1-1100 6-4020	General Checking Account Utilities	\$163.80	\$163.80
CD	23-Feb-22	Mark Reilly White Tornado 5458 5458		1-1100 6-4000	General Checking Account General Maintenance	\$400.00	\$400.00
CD	1-Mar-22	SYNCB/Amazon 5459 5459 5459 5459 5459		1-1100 6-4030 6-3030 6-3000 6-6020	General Checking Account Supplies DVD - Appropriation Fund Books Staff Reimbursed Purchase	\$121.43 \$90.59 \$147.89 \$412.60	\$772.51
CD	2-Mar-22	TDS 5461 5461		1-1100 6-4020	General Checking Account Utilities	\$37.25	\$37.25
CD	2-Mar-22	TDS 5462 5462		1-1100 6-4020	General Checking Account Utilities	\$41.70	\$41.70
CD	8-Mar-22	Concord Monitor 5460 5460		1-1100 6-3020	General Checking Account Periodicals	\$286.00	\$286.00

Grand Total: \$13,184.23 \$13,184.23

<b>DEPOSITS</b>		<b>ID#</b>	<b>Acct#</b>	<b>Account Name</b>	<b>Debit</b>	<b>Credit</b>
CR	4-Jan-22	CR000361	1-1100	General Checking Account	\$42.00	

		CR000361	4-3510	Contribution Overdue		\$5.00	
		CR000361	4-3520	Copier		\$37.00	
CR	11-Jan-22						
		CR000362	1-1100	General Checking Account	\$378.00		
		CR000362	4-3520	Copier		\$28.00	
		CR000362	4-5030	Established TrustFund Donation		\$150.00	
		CR000362	4-7020	NHHC Speaker Reimbursement		\$200.00	
CR	18-Jan-22						
		CR000363	1-1100	General Checking Account	\$5,101.00		
		CR000363	4-3510	Contribution Overdue		\$15.00	
		CR000363	4-3520	Copier		\$11.00	
		CR000363	4-5050	General Purpose Donation		\$100.00	
		CR000363	4-9600	ARPA - Round 1		\$4,975.00	
CR	25-Jan-22						
		CR000364	1-1100	General Checking Account	\$223.00		
		CR000364	4-3520	Copier		\$23.00	
		CR000364	4-5050	General Purpose Donation		\$200.00	
CR	1-Feb-22						
		CR000365	1-1100	General Checking Account	\$25.00		
		CR000365	4-3520	Copier		\$25.00	
CR	8-Feb-22						
		CR000366	1-1100	General Checking Account	\$5,220.76		
		CR000366	4-3520	Copier		\$36.00	
		CR000366	4-5010	Willis Cogswell Fund		\$5,184.76	
CR	15-Feb-22						
		CR000367	1-1100	General Checking Account	\$42.00		
		CR000367	4-3510	Contribution Overdue		\$22.00	
		CR000367	4-3520	Copier		\$20.00	
CR	22-Feb-22						
		CR000368	1-1100	General Checking Account	\$231.95		
		CR000368	4-3510	Contribution Overdue		\$13.00	
		CR000368	4-3520	Copier		\$12.00	
		CR000368	4-6020	Staff Reimbursed Purchase		\$206.95	
CR	1-Mar-22						
		CR000369	1-1100	General Checking Account	\$23.00		
		CR000369	4-3520	Copier		\$23.00	
				Grand Total:	\$11,286.71	\$11,286.71	



## TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

<b>REVENUE</b>		<b>2022 INCOME</b>
Personnel Appropriation Funds	\$	-
Cash Income & Trust Funds	\$	5,689.76
Operational Income	\$	215.00
Other Direct Income	\$	5,581.95
2021 Unexpended/Reserve Funds	\$	16,004.23
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>27,490.94</b>
<b>EXPENDITURES</b>		<b>2022 EXPENDITURES</b>
Personnel Expenses	\$	-
Patron Service Expenses	\$	9,025.94
Facility Management Expenses	\$	3,160.13
Technology Management Expenses	\$	-
Other Direct Costs	\$	879.74
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>13,065.81</b>
<b>REVENUE OVER EXPENDITURES</b>	<b>\$</b>	<b>14,425.13</b>
<b>RESERVED FUNDS</b>		
Total Trust Funds Reserved	\$	13,555.42
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
<b>TOTAL UNEXPENDED/RESERVE FUNDS</b>	<b>\$</b>	<b>16,004.23</b>

Report Summarizes all activity through 3/8/2022

# TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2022	BALANCE 12/31/2021	EXPENDED 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	\$ -	\$ -	\$ -	\$ 158.10
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,029.17	\$ -	\$ -	\$ -	\$ -	\$ 1,029.17
A.D. Huntton*	LIBRARY OPERATIONS	\$ 70.43	\$ -	\$ -	\$ -	\$ -	\$ 70.43
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 684.08	\$ 188.64	\$ -	\$ -	\$ -	\$ 872.72
Scott J. Berry*	MEMORIAL BOOKS	\$ 122.25	\$ 519.31	\$ -	\$ -	\$ -	\$ 641.56
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 196.81	\$ 361.09	\$ -	\$ 150.00	\$ 150.00	\$ 557.90
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	\$ -	\$ -	\$ -	\$ 153.47
		\$ 11,941.54	\$ 1,613.88	\$ -	\$ 150.00	\$ 150.00	\$ 13,555.42

\*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
<b>TD Bank</b>						
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 432,088.02
<b>Charter Trust</b>						
<b>SUBFUND</b>						
	<b>Starting Balance</b>	<b>% of Fund</b>	12/31/2018	12/31/2019	12/31/2020	12/31/2021
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46
<b>Total of Funds</b>	<b>\$ 208,507.69</b>	<b>100%</b>	<b>\$229,129.58</b>	<b>\$266,654.76</b>	<b>284,761.29</b>	<b>317,390.84</b>

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

# DIRECTOR'S PROJECT MANAGEMENT TO DO LIST, POST TOWN MEETING

## BUILDING

### Garaventa

Sign work order at Board Meeting. Board needs to authorize director as agent

Payment structure – TOTAL DUE PER QUOTATION/AGREEMENT \$48,554.00

30% Deposit

\$14,566.20

20% Upon provision of approval drawings and before manufacturing can be ordered

\$ 9,708.80

40% Upon delivery of lift/equipment

\$19,421.60

10% Upon completion

\$ 4,855.40

Structure installation to have least impact on patrons

### Doors

Handicapped Entrance

\$ 4,782.60

Emergency Exit in J-Room

\$ 2,680.35

### Front Granite Work

2021 Moose Plate Grant

Complete Work

Submit Bills

Complete Final Report

2022 Moose Plate Grant

Letter of Intent

Application

eROOM windows

Still trying to source parts

Front Screens

## MOBILIZING FOR POST-TOWN MEETING SERVICE EXPANSION

### **What Does the Expansion Look Like?**

Computers

Programs for Summer 2022

Programs beyond summer

ADULTS

KIDS

HYBRID

**Pick start date**

**Hire additional staff**

**Publicize**

**Signage**

**TOTAL CIRC FOR 2020 WAS 12,284, OF THAT 47% OCCURRED PRIOR TO COVID CLOSURE ON 3/17/2020**

**CLOSED**


**CURBSIDE ONLY, LIMITED HOURS**

**FULL OPEN, MASKS MATERIAL QUARANTINE REQUIRED**

**CURBSIDE ONLY**

**SUMMER READING**

**FINAL BULK RENEWAL OF OVERDUE LIBRARY MATERIALS**



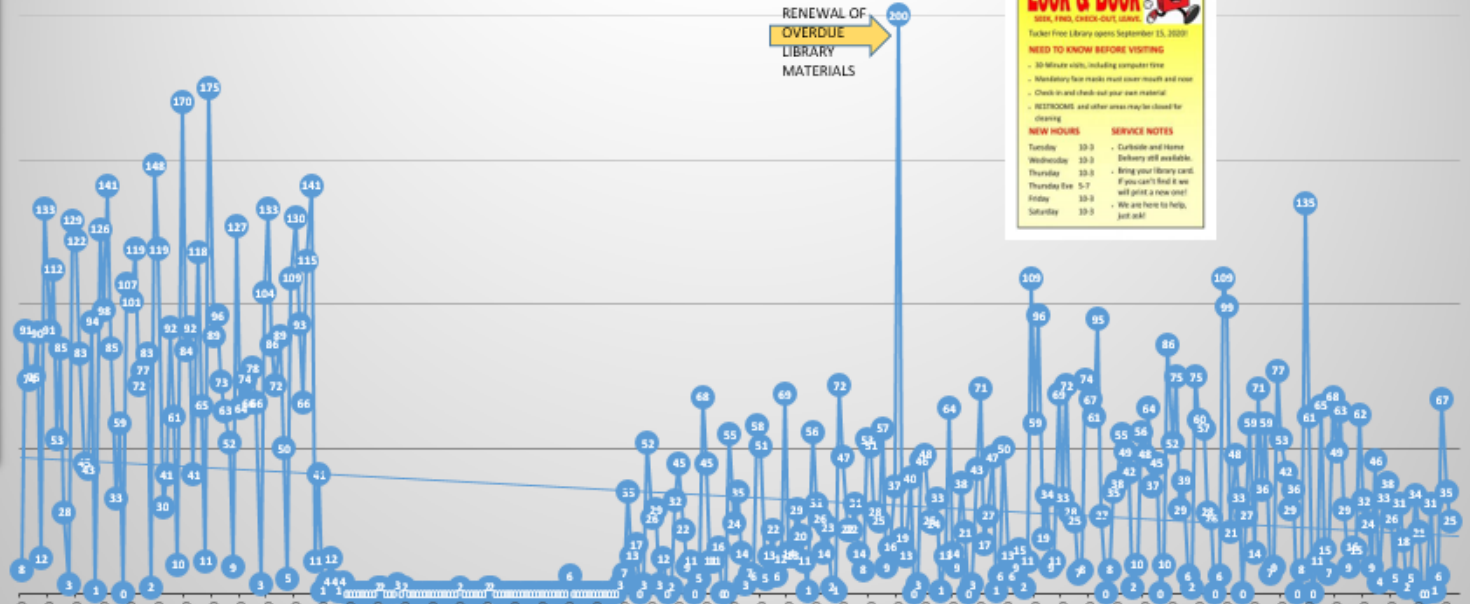
**"Look & Book"**  
READ, FIND, CHECK-OUT, LOAN!

Tucker Free Library opens September 13, 2020

**NEED TO KNOW BEFORE VISITING**

- 30 Minute visits, including computer time
- Mandatory face masks must cover mouth and nose
- Check in and check-out your own material
- **RESTROOMS** and other areas may be closed for cleaning

NEW HOURS	SERVICE NOTES
Tuesday 10-2	• Curbside and Home Delivery still available.
Wednesday 10-2	• Bring your library card. If you can't find it we will print a new one!
Thursday 10-2	• We are here to help, just ask!
Thursday Eve 5-7	
Friday 10-2	
Saturday 10-2	



14. BOARD OF TRUSTEES MEETING 03162022

CURBSIDE ONLY

FULL OPEN, MASK RECOMMENDED.

FULL OPEN, MASK REQUIRED, QUARANTINING OF MATERIALS ENDED

**"Look & Book"**  
 SEEK, FIND, CHECK-OUT, LEAVE.  
 Tucker Free Library is now open!  
**NEED TO KNOW BEFORE VISITING**

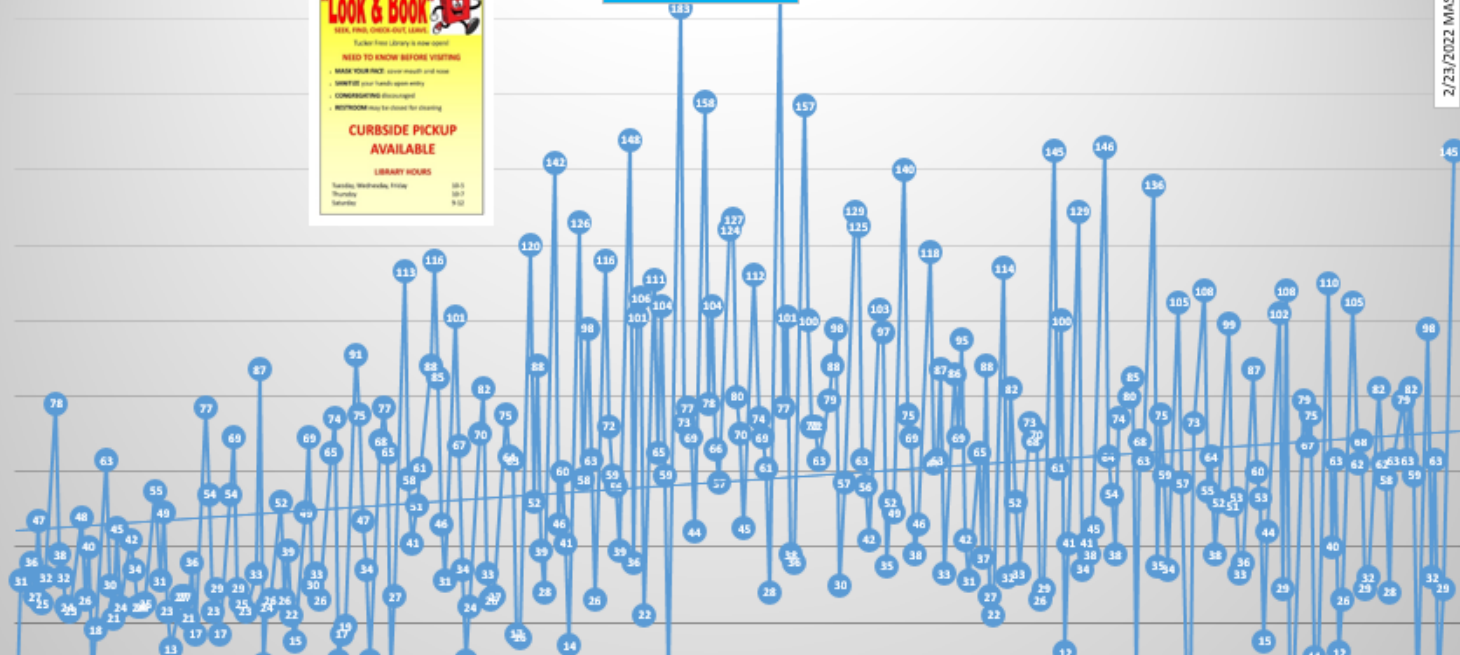
- **WASH YOUR FACE** - wash mouth and nose
- **WASH** your hands upon entry
- **COUGHING** discouraged
- **RESTROOM** may be closed for cleaning

**CURBSIDE PICKUP AVAILABLE**

**LIBRARY HOURS**

Tuesday, Wednesday, Friday	10-5
Thursday	10-7
Saturday	9-12

SUMMER READING PRGM



MASS PUBLIC VACCINATION PROGRAM UNDERWAY

DELTA VARIANT, 5/23/2021

OMICRON VARIANT, 12/2/2021

15. BOARD OF TRUSTEES MEETING 03162022

Quote #: 15089 - 03  
Date: 12/28/2021  
Expiration Date: 3/20/2022



Project Name: Tucker Free Library Replace  
Address: 31 Western Ave  
Henniker, NH 03242

## Quotation/Agreement GSL Artira Inclined Wheelchair Lift

### I. Summary:

This Quotation/Agreement represents our offer to supply and install the equipment and scope of work outlined in the following material and equipment descriptions or the complete scope of work described in section N/A of the project plans and specifications. Compliance with plans, specifications and drawings is agreed, with exceptions, if any, as listed in paragraph IX below.

### II. Location In Building:

Interior

### III. Materials To Be Provided:

One (1) Garaventa Inclined Platform Wheelchair Lift for barrier free access only, according to the following equipment specifications.

#### Equipment Specification

Speed	6 m/min (20 ft/min) Standard	Complete Installation/Test/Certification	Standard
Capacity	660 Lbs	Warranty	2 Years Parts, 1 Year Labor
Power Fold Platform with Integral	Standard	Preventative Maintenance Plan	Quotation available upon request
Automatic Power Barrier Arms	Standard		
Platform Size	1050 x 760		
"Vandal-Stop" Side Guard	Standard		
Under-Platform Sensor	Standard		
Pedestrian Handrail Integrated with LiftTubes	Included		
Number of Stops	Two Stop		
Bi-directional Ramp Safeties	Standard		
Final Limit Switch	Standard		
Emergency Alarm (sounds at lift only)	Standard		
Drive Box Door Lock	Standard		
Platform Emergency Stop	Standard		
Paint/Color	Epoxy Powder Paint - Color is Satin Grey		
Emergency Lowering Device	Standard		
Pedestrian Safety Lights on Platform	Standard		

Please see Addendum A for optional items if included in this quotation/agreement.

### IV. Labor To Be Provided:

All labor and incidental materials necessary for the delivery, set-up, installation, adjusting, inspecting, testing and delivery to the owner of the complete lift system.

### V. Quotation Amount: \$48,554.00

Sales tax exempt. (Must provide tax exempt certificate, physician's letter also required for residential application)



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#### **VI. Terms:**

For a description of the schedule of values/payments, please see Addendum A.

Materials which are not accepted upon an attempt to deliver will be stored and scheduled for re-delivery at the owner's expense. Invoices are payable upon presentation. Title to all equipment shall remain with Garaventa USA, Inc. until all invoices are paid in full.

Customer agrees to bear all costs of collection of overdue invoiced amounts, including any agent/attorney's fees incident thereto.

Quoted price includes installation by qualified and licensed technicians during normal working hours as scheduled with the owner in advance. 'Open Shop' labor rules apply.

#### **VII. Delivery:**

In accordance with the project phasing schedule, but not earlier than 7 weeks from approval of submittals or shop drawings. Shop drawings may be expected within 2 weeks of acceptance by all parties of this proposal or other form of contract/purchase order. These time estimates are provided for planning purposes only and do not represent a contractual obligation or commitment.

#### **VIII. Comments/Conditions:**

1. Approval (or variances as appropriate), from local or state fire and building authorities for the installation of this lift is the responsibility of the building owners or the owners representative. Garaventa USA will apply and pay for state elevator installation permits and certification tests.
2. All mains electrical power to the drive cabinet location is the responsibility of the owner, including and permits required for this portion of the work.
3. All 24 volt control wiring and raceways will be our responsibility and will be surface mounted. Concealed wiring will be the responsibility of the owner. Contact our office for wiring schematics and specifications for concealed control wiring.
4. All required area lighting is the responsibility of other forces.
5. All modifications and finishing required to facilitate the installation of the lift is the responsibility of other forces.
6. Landing and stair structures for exterior installed lift applications must be properly supported below frost lines.
7. Two (2) year limited warranty on parts and materials is included in the quoted amount (or as indicated in the quotation Equipment Specification section). Labor will be as stated in the quotation Equipment Specification section, if included. Thereafter, at standard labor rates. Extended warranties and preventive maintenance programs, if not indicated in the Equipment Specification section, are available and quotations can be provided at request.
8. Upon acceptance of this quotation/agreement, and unless otherwise specified in contract documents, a cancellation fee will apply if this agreement is canceled by the customer prior to the fabrication of the equipment. The amount of the cancellation fee will be (10) percent of the proposal price (less installation, taxes and freight charges) or actual costs, whichever is greater. Cancellation after the equipment has been fabricated and offered for delivery will be subject to a cancellation fee equal to the full contract value less

#### **IX. Project Exceptions:**

For project exceptions specific to this quotation/agreement, please see Addendum A. Exterior installations may be subject to increased maintenance, service and repairs frequencies due to exposure to changing seasonal weather conditions and extreme or intrusive elements.

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Henniker, NH 03242

**Thank you for your interest in the Garaventa line of products and services. Please contact me directly if you have any questions or concerns.**

**Submitted by Garaventa USA, Inc.**

\_\_\_\_\_  
Adam Bishop  
Sales Engineer

\_\_\_\_\_  
Date

**Purchaser:**

Legal Name of Purchaser or Company/Corporation

\_\_\_\_\_  
Full Address:  
\_\_\_\_\_  
\_\_\_\_\_

**Acceptance:**

This quotation/agreement, inclusive of all addenda pages, is formally accepted by:

- Owner of Project
- Office/Manager/Agent duly and legally authorized to act as signing authority

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Please Print Name and Title

\_\_\_\_\_  
Date

**Signature constitutes agreement to purchase as per terms and conditions of this agreement**

**Quote #:** 15089 - 03  
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## **Addendum A**

### **Schedule of Values**

30% deposit, 20% upon provision of approval drawings and before manufacturing can be ordered, 40% upon delivery of lift/equipment, 10% upon completion and before hand-over of the lift/equipment. No third party payment contingencies are accepted.



# QUOTE

Tucker Free Library  
31 Western Ave  
HENNIKER NH 03242  
USA

**Date**  
Feb 22, 2022

**Expiry**  
Apr 23, 2022

**Quote Number**  
QU-1083

**Reference**  
Rear Doors

375 Jaffrey Rd. Unit #18  
Peterborough, NH 03458  
603-562-4399  
integrateddoorsolutions.com

## Rear ADA Door & Emergency Exit Door

ADA Door - Hang new door on existing frame and add ADA operator and new hardware. Clean rust from bottom of frame and prime repair area.

Emergency Exit - Remove existing storm door and exterior door. Install new steel frame and door. New hardware to include alarmed exit device.

Description	Quantity	Unit Price	Amount USD
ADA Door Materials - 3070 RH steel door primed, 1/2 glass, hinges, exit device, threshold and weatherstrip kit.	1.00	889.60	889.60
Norton ADA opener with two 4" push paddles, 2 transmitter, 1 receiver, 2 mounting boxes	1.00	2,338.00	2,338.00
Emergency Exit Materials - 3668 RH welded galvanized steel frame and 1/2 glass door primed, hinges, closer, alarmed exit device, threshold & weatherstrip.	1.00	1,685.35	1,685.35
Shop Supply (Fasteners, blades, caulk, etc)	1.00	150.00	150.00
Labor for above listed work. Includes electrical wiring of new ADA opener.	1.00	2,400.00	2,400.00
		Subtotal	7,462.95
		<b>TOTAL USD</b>	<b>7,462.95</b>

### Terms

50% deposit may be required. Please ask your salesperson for details.