



Tucker Free Library  
**2018 NHLTA Library 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 JULY 28, 2021 at 5:30 PM**  
**In-person, Tucker Free Library - NH Room**  
**ENTER THROUGH FRONT DOOR**

- |           |   |
|-----------|---|
| ROLL CALL | Attendance  |
| ITEM 1    | Public Forum  |
| ITEM 2    | Minutes of Meeting: May 19, 2021  |
| ITEM 3    | Treasurer's Report & Financial Deliberations <ul style="list-style-type: none"><li>• Year-to-Date Summary</li><li>• Monthly Manifest</li><li>• Trust Fund Summary</li><li>• Monies to Be Accepted</li></ul> |
| ITEM 4    | Director's Report   |
| ITEM 5    | Personnel Policy – Holiday Hours (Second Reading)   |
| ITEM 6    | Personnel Policy - Employee Merit Evaluations Approved by BOS (First Reading)   |
| ITEM 7    | Trustee Orientation Discussion Continued  |
| ITEM 8    | Other   |
| ITEM 9    | Schedule Next Meeting   |

POSTED: JULY 21, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#),  
[Other Henniker News Outlet Facebook Page](#)

July 28, 2021	SUPPORTING DOCS	TUCKER FREE LIBRARY, TRUSTEE MEETING																								
ROLL CALL		<p><b>ACTION - RECORD ATTENDANCE</b>  <b>WE NEED TO TAKE A GROUP PICTURE FOR THE WEBSITE SO BE PREPARED</b></p> <table border="1" data-bbox="456 226 932 464"> <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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ITEM 2	PGS 4-6	<p><b>Minutes of Meeting: May 19, 2021</b>  <b>MOVE TO ACCEPT:</b> <span style="float: right;"><b>SECONDED BY:</b></span></p> <table border="1" data-bbox="456 663 859 869"> <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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ITEM 3	<p><b>Treasurer's Report, PG 7</b></p> <p><b>Manifest PGS 8-9</b></p> <p><b>Trust Fund Report, PG 10</b></p>	<p><b>Treasurer's Report &amp; Financial Deliberations</b></p> <p>1) Y-T-D Summary, Trust Fund Accounting, &amp; Monthly Expenditure Manifest  <b>MOVE TO ACCEPT:</b> <span style="float: right;"><b>SECONDED BY:</b></span></p> <table border="1" data-bbox="456 968 859 1171"> <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 to Be Accepted: Bill and Anne Crotti, \$50.00 for the General Fund  <b>MOVE TO ACCEPT:</b> <span style="float: right;"><b>SECONDED BY:</b></span></p> <table border="1" data-bbox="456 1234 859 1438"> <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>3) Continued discussion regarding Charter Trust/Bar Harbor Fund</p>	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 4		<p><b>Director's Report</b></p> <ol style="list-style-type: none"> <li>Traffic, programs, and circulation</li> <li>Company credit/debit card – Type and limits. Policy.</li> <li>Staff updates</li> <li>Friends' Update</li> </ol>																								
ITEM 5	Policy Doc PGS 11-12	<p><b>Personnel Policy – Holiday (addition of Juneteenth once town addresses?)</b>  <b>Second Reading July 28, 2021</b>  <b>ACTION</b>  <b>MOVE TO FINAL READING OR ACCEPT:</b> <span style="float: right;"><b>SECONDED BY:</b></span></p> <table border="1" data-bbox="456 1766 859 1969"> <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 6</b></p> <p><b>Henniker Policy and Evaluation Forms, PG 13-20</b></p>		<p><b>Personnel Policy – Employee Evaluations and Merit increases</b></p> <p><b>DISCUSSION OF POLICY &amp; FIRST READING:</b>  <b>This policy was approved at the BOS meeting on June 1, 2021. It is the goal to provide Town Employees with a 0-4% raise using the evaluation process. Evaluations to be completed in September/October so budget figures will include the increases. Increases will take effect after Town Meeting in 2022. Going forward, evaluations shall occur and increases given on employee’s anniversary date.</b></p> <p>Hi Joe,</p> <p>Working on my next Board meeting and want the trustees to consider adopting your merit evaluation program. Question... would employees get:</p> <p>COLA + MERIT  MERIT  No MERIT, only COLA</p> <p><b>Response</b>  The plan is going to be they get merit yearly.</p> <p>Then on years when the COLA is voted and passed, employees would receive both COLA and merit.</p> <p><b>First Reading July 28, 2021</b></p> <p><b>ACTION</b></p> <p><b>MOVE TO SECOND READING:</b> <b>SECONDED BY:</b></p> <table border="1" data-bbox="462 1050 868 1255"> <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 7</b></p>		<p><b>GRANTS – UPDATE</b>  <b>ARPA Round 1 – Submitted application, received funds, completed final report</b>  <b>ARPA Round 2 - Considerations</b>  <b>Moose Plate – Submitted application, awaiting notification</b>  <b>SHARP – Humanities Project - Considerations</b></p>												
<p><b>ITEM 8</b></p>		<p><b>Other</b></p>												
<p><b>ITEM 9</b></p>		<p><b>Schedule Next Meeting:</b></p>												
<p><b>ADJOURN PUBLIC SESSION</b></p>		<p><b>MOVE TO ADJOURN MEETING BY:</b> <b>SECONDED BY:</b></p> <table border="1" data-bbox="462 1585 868 1791"> <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><b>RECORDING SECRETARY:</b></p>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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**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
Rob Reno-FTFL	Sylvia Lennox-FTFL

**ITEM 2 Minutes of Meeting: April 21, 2021**

**MOVE TO ACCEPT WITH CORRECTIONS: Deb Kreutzer SECONDED BY: Fran Tain**

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: 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

2) Monies to Be Accepted: None

3) Deliberation regarding Charter Trust/Bar Harbor Fund

- a) Discussion concerning Investment Policy Statement from CT  
Trustees discussed and agreed this would provide a clear declaration of our intention. Joseph Petrick and John Capuco will meet with representatives from Charter Trust to move forward with this document.
- b) Designation to Quasi-endowment or board restricted endowment per DOJ suggestion

**ITEM 4 Director's Report**

**Discussion of the following:**

**Grant and Project Ideas: Moose Plate and State Library Grants**

**Community Relations Initiatives**

**Town Relations Initiatives**

**Sylvania Lennox from the FTFL gave an update on the FTFL.**

1) Decision of Independence Day Holiday Weekend

**ACTION: Library will be closed Saturday, July 3, 2021.**

**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) Status update on library services & additional service decisions

- a) Summer Reading Program & In-person/outdoor story time beginning June 23, 2021

**MOVE TO ACCEPT: John Capuco**      **SECONDED BY: Fran Tain**

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

b) PageTurners Book Group -in person at library meeting one Tuesday a month.

**MOVE TO ACCEPT: Deb Kreutzer**      **SECONDED BY: Fran Tain**

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

c) Self-check-in  
Trustees/Staff/Director are comfortable with ending self check-in effective Tuesday, June 25, 2021.

**MOVE TO ACCEPT: Deb Kreutzer**      **SECONDED BY: Fran Tain**

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

d) Quarantine  
**Trustees/Staff/Director are comfortable with ending book quarantine effective Tuesday, June 25, 2021.**

**MOVE TO ACCEPT: Deb Kreutzer**      **SECONDED BY: Anne Crotti**

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

e) Mask Policy  
**Library signage will reflect DHHS and CDC Guidelines moving forward**

**MOVE TO ACCEPT: Deb Kreutzer**      **SECONDED BY: Fran Tain**

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

**ITEM 5**

**Personnel Policy – Longevity Bonus**

**Second Reading May 19, 2021**

**MOVE TO ACCEPT: John Capuco**      **SECONDED BY: Fran Tain**

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

**ITEM 6**

**Personnel Policy – Holiday Policy**

**DISCUSSION OF POLICY & FIRST READING**

**First Reading May 19, 2021**

**MOVE TO SECOND READING: SO MOVED. Will have second reading at July 28, 2021 meeting**

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>

- ITEM 7** Trustee Orientation Discussion Continued  
Discussion of meeting protocol and process for information sharing .
- ITEM 8** Other:
- ITEM 9** Schedule Next Meeting: Tentative Date: July 28, 2021 5:30

**ADJOURN** **RECORDING SECRETARY: Anne Crotti**  
**PUBLIC**  
**SESSION**  
**7:22pm**

# TREASURER'S REPORT

January 2021 through December 2021

		Selected Period	Budgeted	
4-0000	Income			
4-1000	Town Appropriation remains 2020	\$11,341.00		
	Town Appropriation - 2021	\$0.00	\$18,293.00	\$18,293.00
4-1010	Heating Oil Appropriation	\$2,554.98	\$3,418.00	\$863.02
4-2000	Personnel Appropriation	\$46,433.56	\$195,386.00	\$148,952.44
4-3510	Contribution Overdue	\$82.99	\$82.99	\$0.00
4-3520	Copier	\$248.36	\$248.36	\$0.00
4-3540	Non-Resident Cards	\$50.00	\$50.00	\$0.00
4-3550	Overdue Processing Fee	\$5.00	\$5.00	\$0.00
4-3560	Damaged/Lost Books	\$86.97	\$86.97	\$0.00
4-5010	Willis Cogswell Fund	\$10,020.53	\$19,757.00	\$9,736.47
4-5020	Town Trust Funds	\$11,062.00	\$11,062.00	\$0.00
4-5030	Established TrustFund Donation	\$750.00	\$750.00	\$0.00
4-5050	General Purpose Donation	\$304.00	\$304.00	\$0.00
4-6000	Sale of Surplus	\$14.00	\$14.00	\$0.00
4-7020	NHHC Speaker Reimbursement	\$1,600.00	\$1,600.00	\$0.00
4-9600	ARPA - Round 1	\$1,543.00	\$1,543.00	\$0.00
4-9605	Steam Kit	\$814.59	\$814.59	\$0.00
	Total Income	\$73,212.39	\$253,414.91	\$180,202.52
6-0000	Expenses			
6-1010	Heating Oil Appropriation	\$2,554.98	\$3,418.00	\$863.02
6-2000	Personnel Appropriation	\$46,433.56	\$195,386.00	\$148,952.44
6-2020	Meetings/Membership/Mileage	\$210.00	\$0.00	(\$210.00)
6-2030	Staff Development	\$44.56	\$100.00	\$55.44
6-3000	Books	\$8,619.40	\$16,000.00	\$7,380.60
6-3010	Audio Books	\$299.67	\$1,500.00	\$1,200.33
6-3020	Periodicals	\$0.00	\$1,000.00	\$1,000.00
6-3030	DVD - Appropriation Fund	\$317.35	\$750.00	\$432.65
6-3035	DVD - Fine Revenue	\$224.04	\$224.04	\$0.00
6-4000	General Maintenance	\$2,498.50	\$9,500.00	\$7,001.50
6-4010	Building Repairs	\$129.00	\$3,900.00	\$3,771.00
6-4020	Utilities	\$3,126.89	\$7,582.00	\$4,455.11
6-4030	Supplies	\$656.87	\$3,375.00	\$2,718.13
6-4035	COVID RELATED SUPPLIES	\$416.24	\$1,000.00	\$583.76
6-5010	Technical Maintenance	\$110.00	\$500.00	\$390.00
6-5020	Equipment	\$3,288.94	\$0.00	(\$3,288.94)
6-6000	Library Programs - Contracted	\$3,906.00	\$4,006.00	\$100.00
6-7020	NHHC Speaker Reimbursed	\$1,600.00	\$1,600.00	\$0.00
6-9600	ARPA - Round 1	\$1,543.00	\$1,543.00	\$0.00
6-9605	Steam Kit	\$814.59	\$814.59	\$0.00
	Total Expenses	\$76,793.59	\$252,198.63	\$175,405.04

# Tucker Free Library MANIFEST FOR APPROVAL

5/11/2021 To 7/21/2021

		Payee Information	Acct#	Account Name	Debit	Credit
<b>BILLS PAID</b>						
CD	12-May-21	Eversource				
		5356	1-1100	General Checking Account		\$140.61
		5356	6-4020	Utilities	\$140.61	
CD	18-May-21	Lynn Piotrowicz				
		1022	1-1100	General Checking Account		\$110.00
		1022	6-5010	Technical Maintenance	\$110.00	
CD	18-May-21	Baker & Taylor				
		5355	1-1100	General Checking Account		\$1,150.71
		5355	6-3010	DVD - Appropriation Fund	\$93.47	
		5355	6-3000	Books	\$1,057.24	
CD	26-May-21	TDS				
		5358	1-1100	General Checking Account		\$38.72
		5358	6-4020	Utilities	\$38.72	
CD	26-May-21	TDS				
		5359	1-1100	General Checking Account		\$43.99
		5359	6-4020	Utilities	\$43.99	
CD	1-Jun-21	NHLTA				
		5360	1-1100	General Checking Account		\$150.00
		5360	6-2020	Meetings/Membership/Mileage	\$150.00	
CD	2-Jun-21	SYNCB/Amazon				
		5357	1-1100	General Checking Account		\$2,631.19
		5357	6-3000	Books	\$101.05	
		5357	6-5020	Equipment	\$2,428.96	
		5357	6-4030	Supplies	\$63.26	
		5357	6-3035	DVD - Fine Revenue	\$37.92	
CD	8-Jun-21	Star Light Cleaning Services				
		5361	1-1100	General Checking Account		\$360.50
		5361	6-4000	General Maintenance	\$360.50	
CD	9-Jun-21	Comcast				
		5363	1-1100	General Checking Account		\$118.44
		5363	6-4020	Utilities	\$118.44	
CD	9-Jun-21	Eversource				
		5364	1-1100	General Checking Account		\$151.64
		5364	6-4020	Utilities	\$151.64	
CD	10-Jun-21	Lynn Piotrowicz				
		1023	1-1100	General Checking Account		\$99.99
		1023	6-9600	ARPA - Round 1	\$99.99	
CD	10-Jun-21	Chase Card Services				
		5365	1-1100	General Checking Account		\$1,490.26
		5365	6-9600	ARPA - Round 1	\$1,490.26	
CD	15-Jun-21	Baker & Taylor				
		5362	1-1100	General Checking Account		\$1,475.76
		5362	6-3010	Audio Books	\$68.19	
		5362	6-3000	Books	\$1,407.57	
CD	29-Jun-21	SYNCB/Amazon				
		5366	1-1100	General Checking Account		\$1,461.89
		5366	6-3000	Books	\$437.25	
		5366	6-3030	DVD - Appropriation Fund	\$130.88	
		5366	6-4030	Supplies	\$79.17	
		5366	6-9605	STEAM KIT	\$814.59	
CD	30-Jun-21	Chase Card Services				
		5367	1-1100	General Checking Account		\$285.33
		5367	6-9600	ARPA - Round 1	\$285.33	
CD	30-Jun-21	TDS				
		5369	1-1100	General Checking Account		\$39.87
		5369	6-4020	Utilities	\$39.87	
CD	30-Jun-21	TDS				
		5370	1-1100	General Checking Account		\$44.09



		5370	6-4020	Utilities	\$44.09	
CD	30-Jun-21	Chase Card Services				
		5371	1-1100	General Checking Account		\$30.98
		5371	6-4030	Supplies	\$30.98	
CD	7-Jul-21	Edmunds Ace Hardware				
		5368	1-1100	General Checking Account		\$13.97
		5368	6-4030	Supplies	\$13.97	
CD	7-Jul-21	Comcast				
		5373	1-1100	General Checking Account		\$118.44
		5373	6-4020	Utilities	\$118.44	
CD	7-Jul-21	Eversource				
		5374	1-1100	General Checking Account		\$151.64
		5374	6-4020	Utilities	\$151.64	
CD	13-Jul-21	Baker & Taylor				
		5372	1-1100	General Checking Account		\$391.43
		5372	6-3000	Books	\$391.43	
CD	13-Jul-21	Star Light Cleaning Services				
		5375	1-1100	General Checking Account		\$257.50
		5375	6-4000	General Maintenance	\$257.50	
CD	15-Jul-21	Eversource				
		5377	1-1100	General Checking Account		\$254.71
		5377	6-4020	Utilities	\$254.71	
CD	21-Jul-21	Baker & Taylor				
		5376	1-1100	General Checking Account		\$1,645.37
		5376	6-3000	Books	\$1,645.37	
				<b>Grand Total:</b>	<b>\$12,657.03</b>	<b>\$12,657.03</b>
		<b>MONIES RECEIVED</b>				
CR	11-May-21	CR000335	1-1100	General Checking Account	\$5,116.18	
		CR000335	4-3510	Contribution Overdue		\$35.00
		CR000335	4-5010	Willis Cogswell Fund		\$5,081.18
CR	18-May-21	CR000336	1-1100	General Checking Account	\$38.99	
		CR000336	4-3520	Copier		\$23.00
		CR000336	4-3560	Damaged/Lost Books		\$15.99
CR	8-Jun-21	CR000337	1-1100	General Checking Account	\$64.00	
		CR000337	4-3520	Copier		\$47.00
		CR000337	4-3560	Damaged/Lost Books		\$15.00
		CR000337	4-5050	General Purpose Donation		\$2.00
CR	22-Jun-21	CR000338	1-1100	General Checking Account	\$84.00	
		CR000338	4-3520	Copier		\$34.00
		CR000338	4-5050	General Purpose Donation		\$50.00
CR	29-Jun-21	CR000339	1-1100	General Checking Account	\$2,377.59	
		CR000339	4-3520	Copier		\$18.00
		CR000339	4-5050	General Purpose Donation		\$2.00
		CR000339	4-9600	ARPA - Round 1		\$1,543.00
		CR000339	4-9605	Steam Kit		\$814.59
CR	14-Jul-21	CR000340	1-1100	General Checking Account	\$37.00	
		CR000340	4-3520	Copier		\$37.00
				<b>Grand Total:</b>	<b>\$7,717.76</b>	<b>\$7,717.76</b>

## TRUST FUND ACCOUNTING

Charter Trust

	Starting Balance	12/31/2013	% of Fund	12/31/2018	12/31/2019	12/31/2020	3/31/2021	7/21/2021
<b>SUBFUND</b>								
Ganmett, Helen	\$ 5,001.13	\$ 6,506.69	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,047.78	\$ 9,490.87
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
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
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
<b>Total of Funds</b>	<b>\$ 208,507.69</b>	<b>\$ 206,561.67</b>	<b>100%</b>	<b>\$229,129.58</b>	<b>\$266,654.76</b>	<b>\$284,761.29</b>	<b>\$287,231.08</b>	<b>\$301,297.32</b>
Willis Cogswell - QTRLY REPORTING	\$ 407,576.11			\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 410,711.63	\$ 426,083.10

TD Bank

TRUSTEES OF TOWN TRUST FUNDS MANAGED	RECEIVED 2020	BALANCE 12/31/19	EXPENDED 2020	DONATIONS TO TRUST FUND 2020	DEPOSIT TO TRUST FUND	BALANCE 12/31/2020	REC'D 2021	\$ TO SPEND 2021
L.A. Cogswell	\$ 1,777.48	\$ -	\$ 1,459.54			\$ 98.66	\$ 1,472.54	\$ 1,472.54
Dr. Francis O. Holmes	\$ 138.38	\$ 30.02	\$ 69.74			\$ -	\$ 114.64	\$ 213.30
D/W & E. Cogswell	\$ 1,151.78	\$ -	\$ 945.76			\$ -	\$ 954.18	\$ 954.18
A.D. Hurlbourn	\$ 78.82	\$ -	\$ 64.73			\$ -	\$ 65.29	\$ 65.29
Marjorie B. Bennett	\$ 765.58	\$ 196.12	\$ 531.97			\$ 429.73	\$ 634.23	\$ 1,063.96
Scott J. Berry	\$ 136.81	\$ 356.02	\$ 40.42			\$ 452.41	\$ 113.34	\$ 565.75
Mary F. Kjellman	\$ 214.77	\$ 122.42	\$ 68.73	\$ 275.00	\$ 275.00	\$ 268.46	\$ 180.96	\$ 449.42
James W. Doon	\$ 63.74	\$ 395.37	\$ -			\$ 459.11	\$ 52.79	\$ 511.90
Preston Fund	\$ 801.79	\$ -	\$ 658.37			\$ -	\$ 664.23	\$ 664.23
Alice V. Colby	\$ 23.70	\$ -	\$ 19.47			\$ -	\$ 19.65	\$ 19.65
George W. Tucker	\$ 7,535.66	\$ -	\$ 6,187.71			\$ 6,242.82	\$ 6,242.82	\$ 6,242.82
Robert N. Fitch	\$ 507.09	\$ 1,137.91	\$ -	\$ 300.00	\$ 300.00	\$ 1,645.00	\$ 440.86	\$ 2,085.86
Waller K. Robinson	\$ 123.58	\$ 12.53	\$ 23.81			\$ 112.30	\$ 106.96	\$ 219.26
<b>Total</b>	<b>\$ 13,319.18</b>	<b>\$ 2,250.39</b>	<b>\$ 10,070.25</b>			<b>\$ 3,465.67</b>	<b>\$ 11,062.49</b>	<b>\$ 14,528.16</b>

C. HOLIDAYS

The Tucker Free Library honors eleven (11) paid holidays as follows:

New Year’s Day	Columbus Day
President’s Day	Veteran’s Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Thanksgiving - Friday
Independence Day	Christmas Day
Labor Day	

In addition, the board will determine one (1) additional holiday which may change from year to year. The specific date will be set by the board after receiving input from the employees and will be a day off for all employees. The trustees will set the annual holiday calendar and approve dates for Holiday Time Bank expiration as provided by the director at their meeting in November.

Employees who are absent for unauthorized reasons on the day preceding and/or following a holiday shall forfeit holiday pay and not earn time in their holiday bank time for said holiday.

Full-time employees shall be granted paid holiday time. Permanent part time employees who work 20 hours or more per week for more than 30 weeks shall be granted paid holiday time on a pro-rated basis. If the employee works fewer than 20 hours per week and/or has been on staff for less than 30 weeks, that employee will in the event the holiday falls on a work day, be paid for the time usually worked but not earn holiday bank time. Substitutes or occasional employees who are not regularly scheduled are not eligible for holiday pay or to earn holiday bank time.

When a specific holiday falls within an eligible employee’s approved vacation period, that day shall not be considered a vacation day.

Any employee who is not scheduled to work on a calendar holiday will earn holiday bank time and be given the opportunity to schedule another work day off with pay, such day to be at the discretion of the library director.

All holiday bank time must be used within four weeks of the holiday. If the time is not used within four weeks, then the time is forfeited. If, upon discussion with library director, it is not convenient for a staff member to use their holiday bank time because of library scheduling conflicts, then the director and staff member can make accommodations to extend the use of holiday bank time by up to four additional weeks but, the time cannot be used in combination with other holiday bank time.

Upon termination or resignation from employment, any holiday bank hours are forfeited and no pay will be provided in lieu of those hours.

1<sup>st</sup> Reading: May 19, 2021

2<sup>nd</sup> Reading

Final Reading/Approved: XX/XX/2021 (Replaces policy Approved by Board of Trustees, 2/11/2014)

SAMPLE OF HOLIDAY BANK SPREADSHEET TO BE APPROVED ANNUALLY BY THE BOARD OF TRUSTEES

HOLIDAY	DATE	DAY OF WEEK	OBSERVED ON	HOLIDAY BANK USE BY DATE
New Year's Day	January 1, 2022	Saturday	Friday	January 29, 2022
Martin Luther King Day	January 17, 2022	Monday		February 21, 2022
President's Day	February 21, 2022	Monday		March 21, 2022
Memorial Day	May 31, 2021	Monday		June 28, 2021
Independence Day	July 4, 2021	Sunday	Monday	August 1, 2021
Labor Day	September 6, 2021	Monday		October 4, 2021
Columbus Day	October 11, 2021	Monday		November 8, 2021
Veteran's Day	November 11, 2021	Thursday		December 9, 2021
Thanksgiving	November 25, 2021	Thursday		December 23, 2021
Thanksgiving Friday	November 26, 2021	Friday		December 24, 2021
Christmas Day	December 25, 2021	Saturday	Friday	January 22, 2022
Float				



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

Tel: (603) 428-3221  
Fax: (603) 428-4366

Incorporated November 10, 1768  
“Only Henniker on Earth”

## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 5/21/2021

**TITLE:** 2<sup>nd</sup> Reading – Performance Evaluations/Merit Pay

**INITIATED BY:** Joseph R. Devine, Jr. Town Administrator

**PREPARED BY:** Joseph R. Devine, Jr. Town Administrator

**PRESENTED BY:** Joseph R. Devine, Jr. Town Administrator

**AGENDA DESCRIPTION:**

One of the goals established by the Henniker Board of Selectmen for Town Administrator Devine was to look at the Town’s evaluation process and update accordingly. I propose for first reading an updated performance evaluation form and policy for merit pay. You will find copies of the policy, a performance evaluation form for both the employee and the supervisor, and a merit pay worksheet. Also, please find copies of the current evaluation form. As you know, Henniker currently works off a step system, where all employees receive the same increase. I am proposing a system where an excellent employee would receive a more considerable increase than an average or subpar employee. The evaluation the employee receives yearly is tied directly to the increase the employee will receive.

**Legal Authority:** N/A

**Financial Details:** N/A

**Town Administrator Comment:**

N/A

**Suggested Action/Recommendation:**

*Suggested Motion:*

*Motion: We waive the requirement for a third reading and adopt the policy change as presented.*



## POLICY AND PROCEDURE MEMO

Subject: EMPLOYEE EVALUATIONS – MERIT PAY

Policy: Addendum A, Sec 3  
Date: 5/4/2021

Town Administrator

### Addendum A, Section 3, Salary Increases

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Effective July 1, 2021 employees will be eligible for an annual merit pay wage increase of between zero percent (0.0%) and four percent (4.0%) based upon the results of the annual performance evaluation process. See attached Exhibit A-1.

Any merit salary increases so awarded shall be based on a rating of employees by their supervisor using a systematic and formal evaluation process to be completed as set forth below. The department head will consider the written evaluation, the personnel file, recommendations of the supervisor and such other information to determine the base wage adjustment. Merit pay increases will not be diminished because of financial considerations of the Department or the Town.

#### **Evaluation Process:**

Thirty days before the anniversary date of the employee, the immediate supervisor shall complete a draft evaluation of each position/employee within their department. The evaluation shall utilize the evaluation instrument attached as Exhibit A. The immediate supervisor shall meet with each employee fifteen days before the anniversary date of the employee to discuss the draft evaluation.

The immediate supervisor shall thereafter fill out a merit pay worksheet for each employee and assign the merit pay increase in accordance therewith. The Town Administrator shall approve all evaluations and wage increases. Within seven days of the anniversary date of the employee, the employee's immediate supervisor shall advise the employee of the approved merit increase, which takes effect the first full pay week following the anniversary date of the employee.

#### **Appeal Process:**

Any employee that is dissatisfied with their assigned wage increase may ask for a meeting with the Town Administrator within 10 days of receipt of notification of their wage increase. Employees that receive less than a 1.0% wage increase may appeal the recommended wage increase to the Board of Selectmen for an opinion within thirty (30) days after the employee's anniversary date. The parties will submit their prospective positions in writing to the Board of Selectmen with the Town bearing the burden of production and proof. The parties will submit their respective positions within 15 days of a request for an appeal or upon an agreed-on date. If the Board of Selectmen finds the rating of the Town unreasonable in any manner the Town Administrator shall adjust the merit pay accordingly.

EXHIBIT A1

## SUPERVISORS PERFORMANCE APPRAISAL FORM

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department and Supervisor: \_\_\_\_\_

Appraisal Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Performance Appraisal: \_\_\_\_\_ Annual  
\_\_\_\_\_ End of Introductory Period  
\_\_\_\_\_ Other (Describe): \_\_\_\_\_

**A. Objectives of Performance Appraisal Process**

- To provide the employee with an evaluation of their work performance.
- To provide the employee with a formal opportunity to provide input on their work performance and goals.
- To identify and document the employee's strengths and areas for improvement, and to specify goals for improving performance as needed.
- To provide clear expectations regarding the employee's goals and priorities for the next evaluation period.
- To inform decisions regarding appropriate compensation based on performance.
- To inform decisions regarding transfers, promotions, and continued employment with the Town.

**B. Performance Rating Descriptions**

**OUTSTANDING (O):** Performance consistently far exceeds all position requirements and expectations. Quality and quantity of work are always far above standards for the position.

**COMMENDABLE (C):** Performance consistently meets and frequently exceeds all position requirements and expectations. Quality and quantity of work usually exceed standards for the position.

**FULLY COMPETENT (FC):** Performance consistently meets position requirements and expectations and sometimes exceeds expectations. Exhibits skills and abilities needed to effectively accomplish job responsibilities.

**NEEDS IMPROVEMENT (NI):** Performance sometimes meets position requirements and expectations, but not always. Frequently needs direction or assistance in fulfilling responsibilities. Improvements are needed to become fully competent.

**UNSATISFACTORY (U):** Performance falls seriously below expectations for the position. Immediate improvement is needed.

C. **Performance Factors** For each section, provide a rating and specific comments and examples to support the rating.

**a. Job Knowledge and Skills**

Understanding of job responsibilities and skills in performing job, including financial management.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b. Management Effectiveness and Communications**

Demonstrated ability to communicate, lead, train, supervise and direct staff to complete assigned duties effectively.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**c. Quality of Work and Initiative**

Accuracy and thoroughness of work; degree to which work meets expected standards; initiative, completeness, demonstrated ability to use good judgment and make sound decisions.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**d. Policy and Procedures**

Understanding of and compliance with Town policies (including dress code), procedures and practices associated with position; compliance with any applicable legal requirements for position; attention to safety; effectiveness in ensuring employee compliance with applicable policies and procedures.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**e. Cooperation, Flexibility and Teamwork**

Demonstrated ability to work positively and effectively with others; ability to adapt to changes; and effectiveness in leading subordinates to do the same.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**f. Courtesy and Service Quality**

Demonstrated respect and courtesy shown to subordinates, colleagues, Town management, members of the public and customers; commitment to providing consistent quality service.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**g. Other Important Performance Factors for Employee's Position**

Understanding of job responsibilities and skills in performing job, including financial management.

**Performance Rating: O C FC NI U**

*Examples and comments:*

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**D. Review of Previous Goals (if applicable)**

After reviewing the employee's goals in the previous performance appraisal, identify each goal and the extent to which the employee met each goal:

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**E. Notable Accomplishments**

If applicable, identify any other notable accomplishments by the employee that contributed to the success of Town operations, customer relations or other areas.

---

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**F. Areas Requiring Improvement**

For any performance factor in Section C where the employee received a rating of Needs Improvement or Unsatisfactory, provide specific action steps for the employee and deadline for achieving improvement.

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**G. Overall Performance Rating O C FC NI U**

Comments:

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---

**H. Acknowledgment and Signatures**

**I. Supervisor:** I discussed this performance appraisal with him/her on (date)

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee:** This performance appraisal was discussed with me. I have reviewed this appraisal and understand its contents. I understand that I have the right to attach a response to this form.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrators signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT A2

## EMPLOYEES PERFORMANCE APPRAISAL FORM

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department and Supervisor: \_\_\_\_\_

Appraisal Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Performance Appraisal: \_\_\_\_\_ Annual  
\_\_\_\_\_ End of Introductory Period  
\_\_\_\_\_ Other (Describe): \_\_\_\_\_

**A. Objectives of Performance Appraisal Process**

1. To provide the employee with an evaluation of their work performance.
2. To provide the employee with a formal opportunity to provide input on their work performance and goals.
3. To identify and document the employee's strengths and areas for improvement, and to specify goals for improving performance as needed.
4. To provide clear expectations regarding the employee's goals and priorities for the next evaluation period.
5. To inform decisions regarding appropriate compensation based on performance.
6. To inform decisions regarding transfers, promotions, and continued employment with the Town.

**B. Performance Rating Descriptions**

**OUTSTANDING (O):** Performance consistently far exceeds all position requirements and expectations. Quality and quantity of work are always far above standards for the position.

**COMMENDABLE (C):** Performance consistently meets and frequently exceeds all position requirements and expectations. Quality and quantity of work usually exceed standards for the position.

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**NEEDS IMPROVEMENT (NI):** Performance sometimes meets position requirements and expectations, but not always. Frequently needs direction or assistance in fulfilling responsibilities. Improvements are needed to become fully competent.

**UNSATISFACTORY (U):** Performance falls seriously below expectations for the position. Immediate improvement is needed.

C. **Performance Factors** For each section, provide a rating and specific comments and examples to support the rating.

**a. Job Knowledge and Skills**

Understanding of job responsibilities and skills in performing job, including financial management.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b. Effectiveness and Communications**

Demonstrated ability to communicate with other staff and the public, both in a verbal and written manner.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**c. Quality of Work and Initiative**

Accuracy and thoroughness of work; degree to which work meets expected standards; initiative, completeness, demonstrated ability to use good judgment and make sound decisions.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**d. Policy and Procedures**

Understanding of and compliance with Town policies (including dress code), procedures and practices associated with position; compliance with any applicable legal requirements for position; attention to safety;

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**e. Cooperation, Flexibility and Teamwork**

Demonstrated ability to work positively and effectively with others; ability to adapt to changes; and accept or share new responsibilities as a team player.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**f. Courtesy and Service Quality**

Demonstrated respect and courtesy shown to members of the public, customers colleagues and supervisors; commitment to providing consistent quality service.

**Performance Rating:**      **O**      **C**      **FC**      **NI**      **U**

**Examples and comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**g. Other Important Performance Factors for Employee's Position**

Understanding of job responsibilities and skills in performing job, including financial management.

**Performance Rating: O C FC NI U**

**Examples and comments:**

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**D. Goals**

1. Review of Previous Goals: After reviewing the employee's goals in the previous performance appraisal, identify each goal and the extent to which the employee met each goal;

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---

2. Future Goals: List in order of priority the major goals for the next year.

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**E. Notable Accomplishments**

If applicable, identify any other notable accomplishments by the employee that contributed to the success of Town operations, customer relations or other areas.

---

---

**F. Areas Requiring Improvement**

For any performance factor in Section C where the employee received a rating of Needs Improvement or Unsatisfactory, provide specific action steps for the employee and deadline for achieving improvement.

---

---

**G. Overall Performance Rating O C FC NI U**

Comments:

---

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**H. Acknowledgment and Signatures**

**I. Supervisor:** I discussed this performance appraisal with him/her on \_\_\_\_\_ (date)

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee:** This performance appraisal was discussed with me. I have reviewed this appraisal and understand its contents. I understand that I have the right to attach a response to this form.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrators signature: \_\_\_\_\_ Date: \_\_\_\_\_