



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 November 17, 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: October 13, October 29
ITEM 3	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none"><li>• Year-to-Date Summary</li><li>• Monthly Manifest</li></ul>
ITEM 4	Director's Report Moose Plate Grant – Sign relevant paperwork 2022 Holiday Bank Approval
ITEM 5	1st Reading Policy Addition (Allow for Virtual Attendance) - Governance
ITEM 6	Building Project Strategy Session
ITEM 7	Continued 2022 Budget Discussion
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: November 10, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

November 17, 2021	TUCKER FREE LIBRARY, TRUSTEE MEETING MINUTES															
<b>ROLL CALL</b> <b>5:20pm</b>	<b>ACTION - RECORD ATTENDANCE</b> <table border="1" data-bbox="349 126 820 367"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td>YES</td> </tr> <tr> <td>Anne Crotti</td> <td>YES</td> </tr> <tr> <td>Debra Kreutzer</td> <td>YES</td> </tr> <tr> <td>E. Joseph Petrick</td> <td>YES</td> </tr> <tr> <td>Frances Tain</td> <td>YES</td> </tr> <tr> <td>Lynn Piotrowicz- DIRECTOR</td> <td>YES</td> </tr> </tbody> </table>		MEETING PARTICIPANTS	PRESENT	John Capuco	YES	Anne Crotti	YES	Debra Kreutzer	YES	E. Joseph Petrick	YES	Frances Tain	YES	Lynn Piotrowicz- DIRECTOR	YES
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<b>ITEM 3</b>	<b>Treasurer's Report &amp; Financial Deliberations</b> 1) Y-T-D Summary, Trust Fund Accounting, & Monthly Expenditure Manifest <b>MOVE TO ACCEPT: Deb Kreutzer</b> <b>SECONDED BY: Joe Petrick</b> <table border="1" data-bbox="349 840 747 1050"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td>YES</td> </tr> <tr> <td>Anne Crotti</td> <td>YES</td> </tr> <tr> <td>Debra Kreutzer</td> <td>YES</td> </tr> <tr> <td>E. Joseph Petrick</td> <td>YES</td> </tr> <tr> <td>Frances Tain</td> <td>YES</td> </tr> </tbody> </table> 2) No money to accept		TRUSTEES	VOTE RECORD	John Capuco	YES	Anne Crotti	YES	Debra Kreutzer	YES	E. Joseph Petrick	YES	Frances Tain	YES		
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<b>ITEM 4</b>	<b>Director's Report</b> <ul style="list-style-type: none"> <li><b>Moose Plate Grant</b>  Certificate of Board Resolution and Grant Agreement signed by Frances Tain and given to Lynn Piotrowicz  <b>MOVE TO ACCEPT: Deb Kreutzer</b> <b>SECONDED BY: Joe Petrick</b>  <table border="1" data-bbox="349 1207 747 1417"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td>YES</td> </tr> <tr> <td>Anne Crotti</td> <td>YES</td> </tr> <tr> <td>Debra Kreutzer</td> <td>YES</td> </tr> <tr> <td>E. Joseph Petrick</td> <td>YES</td> </tr> <tr> <td>Frances Tain</td> <td>YES</td> </tr> </tbody> </table> </li> <li><b>2022 Holiday Bank Approval</b> – group reviewed holiday banking tracker for staff and approved it for use</li> </ul>		TRUSTEES	VOTE RECORD	John Capuco	YES	Anne Crotti	YES	Debra Kreutzer	YES	E. Joseph Petrick	YES	Frances Tain	YES		
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<b>ITEM 5</b>	<b>Policies</b> <ul style="list-style-type: none"> <li><b>Suggested Policy Addition (Allow for Virtual Attendance) – Governance:</b> 2<sup>nd</sup> reading. Group discussed addition of verbiage to Board of Trustees Section 1 Governance policy (as advised by the NH Municipal Association) to allow some virtual attendance to regularly scheduled Board meetings (physical quorum at library would still need to be maintained). Group moved to accept wording and add to policy.</li> <li><b>Library closure policy:</b> Group discussed and decided that Lynn will call John Capuco in the event of a potential library closure to discuss whether to close or open. Lynn and John are authorized to decide on closure per each event.</li> </ul>															
<b>ITEM 6</b>	<b>Building Project Strategy Session</b> <ul style="list-style-type: none"> <li><b>CIP submission form</b> <ul style="list-style-type: none"> <li>Lynn received an extension from Tia Hooper, Chair of the Henniker Capital Improvement Program (CIP) Committee, to return CIP submission form on 11/18/21.</li> <li>Group reviewed, discussed, and revised draft wording regarding the “Library Accessibility and Safety Project” to be included in the library’s CIP submission form.</li> <li>Lynn will share final draft of the CIP form with the Board on 11/18 in the morning and will submit the form to the CIP Committee by noon.</li> </ul> </li> <li><b>“TFL Accessibility and Safety Project Recap and Update, Nov. 2021” – advocacy/information campaign</b></li> </ul>															

	<ul style="list-style-type: none"> <li>Group reviewed a draft of the “TFL Accessibility and Safety Project Recap and Update, Nov. 2021”, prepared by Deb Kreutzer, to inform/remind the community of the history and status of the Accessibility and Safety Project. We will publish this letter in the TFL newsletter, post it on the TFL website, and request that Joe Devine include it in the Town newsletter.</li> </ul>												
<b>ITEM 7</b>	<b>Preliminary 2022 Budget Discussion</b> <ul style="list-style-type: none"> <li>Lynn, John, and Anne attended the 11/6/21 Budget Advisory Committee meeting. They debriefed the rest of the Board as to results of that meeting.</li> <li>As of 11/17/21, updated information (e.g., the Town COLA rate) is now available that was not available prior to the 11/6 meeting. Based on latest information, we will revise the 2022 budget.</li> </ul>												
<b>ITEM 8</b>	<b>Other</b> <ul style="list-style-type: none"> <li>Blinds – deposit was paid 11/16 to Sunapee Blinds</li> <li>New patron computers have been ordered</li> <li>Need to start planning for replacement of Anne Crotti on the Board, identify potential candidates to get on Jan 2022 ballot</li> </ul>												
<b>ITEM 9</b>	<b>Schedule Next Meeting: 12/15/21, 5:00pm</b>												
<b>ADJOURN PUBLIC SESSION</b> <b>6:52pm</b>	<b>MOVE TO ADJOURN MEETING BY: John Capuco</b> <b>SECONDED BY: Deb Kreutzer</b> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr> <td>John Capuco</td> <td><b>YES</b></td> </tr> <tr> <td>Anne Crotti</td> <td><b>YES</b></td> </tr> <tr> <td>Debra Kreutzer</td> <td><b>YES</b></td> </tr> <tr> <td>E. Joseph Petrick</td> <td><b>YES</b></td> </tr> <tr> <td>Frances Tain</td> <td><b>YES</b></td> </tr> </tbody> </table> <b>RECORDING SECRETARY: Fran Tain</b>	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>
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# TREASURER'S REPORT

January 2021 through December 2021 (10052021-11092021)

		Selected Period	Budgeted	
<b>4-0000</b>	<b>Income</b>			
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	\$2,748.11	\$3,418.00	\$669.89
4-2000	Personnel Appropriation	\$164,179.71	\$195,386.00	\$31,206.29
4-3510	Contribution Overdue	\$12,874.00	\$12,874.00	\$0.00
4-3520	Copier	\$544.86	\$544.86	\$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	\$105.96	\$105.96	\$0.00
4-5010	Willis Cogswell Fund	\$20,552.90	\$19,757.00	(\$795.90)
4-5020	Town Trust Funds	\$11,062.48	\$11,062.48	\$0.00
4-5030	Established TrustFund Donation	\$750.00	\$750.00	\$0.00
4-5050	General Purpose Donation	\$384.00	\$384.00	\$0.00
4-6000	Sale of Surplus	\$93.00	\$93.00	\$0.00
4-6020	Reimbursed Purchase (BOTMOM)	\$171.00	\$171.00	\$0.00
4-6095	Friends of Tucker Free Library	\$40.00	\$40.00	\$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
<b>6-0000</b>	<b>Expenses</b>			
6-1010	Heating Oil Appropriation	\$2,748.11	\$3,418.00	\$669.89
6-2000	Personnel Appropriation	\$164,179.71	\$195,386.00	\$31,206.29
6-2020	Meetings/Membership/Mileage	\$210.00	\$0.00	(\$210.00)
6-2030	Staff Development	\$44.56	\$100.00	\$55.44
6-3000	Books	\$13,371.50	\$16,000.00	\$2,628.50
6-3010	Audio Books	\$896.75	\$1,500.00	\$603.25
6-3020	Periodicals	\$323.87	\$1,000.00	\$676.13
6-3030	DVD - Appropriation Fund	\$474.57	\$750.00	\$275.43
6-3035	DVD - Fine Revenue	\$226.31	\$224.04	(\$2.27)
6-4000	General Maintenance	\$4,095.00	\$9,500.00	\$5,405.00
6-4010	Building Repairs	\$268.24	\$3,900.00	\$3,631.76
6-4020	Utilities	\$5,897.89	\$7,582.00	\$1,684.11
6-4030	Supplies	\$3,512.51	\$3,375.00	(\$137.51)
6-4035	COVID RELATED SUPPLIES	\$569.03	\$1,000.00	\$430.97
6-5010	Technical Maintenance	\$259.00	\$500.00	\$241.00
6-5020	Equipment	\$5,122.89	\$0.00	(\$5,122.89)
6-6000	Library Programs - Contracted	\$3,906.00	\$4,006.00	\$100.00
6-6020	Reimbursed Purchase (BOTMOM)	\$171.38	\$171.00	\$0.00
6-6095	Friends of Tucker Free Library	\$40.00	\$40.00	\$0.00
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

**Tucker Free Library**  
**MANIFEST FOR APPROVAL**  
10/6/2021 To 11/9/2021

	ID#	Acct#	Account Name	Debit	Credit	Job No.
CD	6-Oct-21	Citizens Bank Businss Card 5400 5400	1-1100 General Checking Account 6-4030 Supplies	\$334.41		
CD	6-Oct-21	Comcast 5401 5401	1-1100 General Checking Account 6-4020 Utilities	\$118.44		
CD	13-Oct-21	Star Light Cleaning Services 5402 5402	1-1100 General Checking Account 6-4000 General Maintenance	\$309.00		
CD	13-Oct-21	Eversource 5403 5403	1-1100 General Checking Account 6-4020 Utilities	\$170.16		
CD	26-Oct-21	Baker & Taylor 5404 5404 5404	1-1100 General Checking Account 6-3010 Audio Books 6-3000 Books	\$112.73 \$1,914.48		
CD	26-Oct-21	SYNCB/Amazon 5405 5405 5405 5405 5405	1-1100 General Checking Account 6-3000 Books 6-5020 Equipment 6-4030 Supplies 6-3030 DVD - Appropriation Fund	\$40.81 \$1,594.95 \$350.44 \$13.99		
CD	26-Oct-21	Hampshire Fire Protection Co 5406 5406	1-1100 General Checking Account 6-4010 Building Repairs	\$35.00		
CD	27-Oct-21	Staples 5408 5408	1-1100 General Checking Account 6-4030 Supplies	\$119.96		
CD	27-Oct-21	TDS 5409 5409	1-1100 General Checking Account 6-4020 Utilities	\$40.82		
CD	27-Oct-21	TDS 5410 5410	1-1100 General Checking Account 6-4020 Utilities	\$43.25		
CD	2-Nov-21	Henniker Waste Water Treatment 5407 5407	1-1100 General Checking Account 6-4020 Utilities	\$240.00		
CD	9-Nov-21	Marc Aucoin's Electrical Service 5411 5411	1-1100 General Checking Account 6-4010 Building Repairs	\$104.24		
CD	9-Nov-21	Star Light Cleaning Services 5412 5412	1-1100 General Checking Account 6-4000 General Maintenance	\$206.00		
			Grand Total:	\$5,748.68	\$5,748.68	
CR	12-Oct-21	CR000350 CR000350 CR000350	1-1100 General Checking Account 4-3510 Contribution Overdue 4-3520 Copier	\$18.00	\$3.00 \$15.00	
CR	19-Oct-21	CR000351 CR000351 CR000351	1-1100 General Checking Account 4-3520 Copier 4-6000 Sale of Surplus	\$29.00	\$15.00 \$14.00	
CR	26-Oct-21	New Ipswich Library CR000352 CR000352	1-1100 General Checking Account 4-6000 Sale of Surplus	\$14.00	\$14.00	
CR	2-Nov-21	CR000353 CR000353 CR000353	1-1100 General Checking Account 4-3510 Contribution Overdue 4-3520 Copier	\$26.00	\$4.00 \$22.00	
CR	9-Nov-21	CR000354 CR000354 CR000354 CR000354	1-1100 General Checking Account 4-3520 Copier 4-3560 Damaged/Lost Books 4-5010 Willis Coqswell Fund	\$5,302.18	\$10.00 \$10.99 \$5,281.19	