

**APRIL 21, 2021 TUCKER FREE LIBRARY - BOARD OF TRUSTEES MEETING MINUTES****ROLL CALL**  
**5:27pm****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     |

**ANNUAL  
REVIEW  
MEETING**

Trustees will meet with representatives of Charter Trust/Bar Harbor in re: investments held by the company. The trustees have chosen to hold this meeting in-person. Presentation accommodations have been made so the investment representatives can attend via Zoom.

| MEETING PARTICIPANTS | PRESENT |
|----------------------|---------|
| Amy Tardiff – CT/BH  | Yes     |
| Devin Cowette– CT/BH | Yes     |

Devin began by discussing the current economic/financial climate. This was followed by a detailed Tucker Library portfolio review. Devin introduced the Trustees and Director to a document called the Investment Policy Statement. This document would provide an outline for our institution, a mission statement, and a spending policy. After discussion, Devin agreed to send a template and the board will review and consider.

**ITEM 1****Public Forum**

| MEMBERS OF PUBLIC PRESENT |
|---------------------------|
| Sylvia Lennox - FTFL      |

**ITEM 2****Minutes of Meeting: March 24, 2021****MOVE TO ACCEPT: Deb Kreutzer****SECONDED BY: John Capuco**

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

**Minutes of Meeting: April 3, 2021****MOVE TO ACCEPT: John Capuco****SECONDED BY: E. Joseph Petrick**

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

**ITEM 3****Treasurer's Report & Budget Deliberation**

a) Y-T-D Summary, Trust Fund Accounting, &amp; Monthly Expenditure Manifest

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

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

b) Monies to Be Accepted: \$250.00 Ruth & John Droscher "To help with budget cut." Propose using the money to create a line item to fulfill PATRON REQUESTS

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

| TRUSTEES       | VOTE RECORD |
|----------------|-------------|
| John Capuco    | Yes         |
| Anne Crotti    | Yes         |
| Debra Kreutzer | Yes         |

|                   |            |
|-------------------|------------|
| E. Joseph Petrick | <b>Yes</b> |
| Frances Tain      | <b>Yes</b> |

- c) Review of line budget line items as adjusted following 3/24/2021 discussion  
d) Deliberation regarding Charter Trust/Bar Harbor Fund

#### ITEM 4

##### Director's Report

- a) Status update on library services-Response to the April 6 opening has been "fabulous." The mask requirement for the library is extended until further discussion.  
The quarantine police will remain until further discussion.
- b) State Library will be receiving a one-time infusion of cash through ARP Act. The IMLS pays the NHSL approximately \$1.3 million annually. This money is used for ILL/NHDB/Contracted Services. This year NHSL will receive an ADDITIONAL \$2,297,692.00 which must be spent by September 2022. There is the possibility that libraries will apply for grants to purchase equipment and other one-time expenses. It will not be available for construction projects.
- c) Staff members are requesting time-off. Most have scheduled prolonged vacations spanning multiple weeks. We are working to accommodate everyone. All substitutes have been contacted and are interested in returning.

#### ITEM 5

##### Holiday Schedule discussion will take place at a future Trustee Meeting.

TRUSTEES DISCUSSED OUR HOLIDAY POLICY. INSTRUCTED DIRECTOR TO WRITE UP SUGGESTED POLICY FOR FIRST READING AT NEXT MEETING. THE POLICY SHOULD BE MODELED ON TOWN POLICY, INCLUDE TRUSTEE SUGGESTIONS, AND BE MORE EQUITABLE FOR ALL STAFF.

- Some TFL staff members only benefit with 2 holidays while others earn the maximum of 7 days. All Town employees are eligible for 11 DAYS per the policy.
- Since we are closed on Monday that eliminates 5 potential holidays.
- Currently, if a staff member isn't scheduled to work on the day a holiday falls on, they don't get the holiday.

#### ITEM 6

##### Personnel Policy – Longevity Bonus

First Reading April 21, 2021

##### ACTION

MOVE TO SECOND READING: E. Joseph Petrick SECONDED BY: Frances Tain

| 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-Will be discussed at next meeting.

#### ITEM 8

##### Other:

Friends Update: Transition of board treasurer position  
Friends met April 17, 2021. By-Laws were reviewed, discussed and accepted.  
Friends discussed possible participation in upcoming community activities.

#### ITEM 9

Schedule Next Meeting: May 19, 2021 5:30pm

#### ADJOURN PUBLIC SESSION 7:18pm

MOVE TO ADJOURN MEETING BY: Frances Tain SECONDED BY: E. Joseph Petrick

| 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: Anne Crotti