

Pursuant to Tucker Free Library Policy –I Governance, 1 Board – F, the Board met utilizing a hybrid platform with a quorum present at the library and two trustees meeting via Zoom. See: [TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL](#) for the complete policy.

ROLL CALL

ACTION - RECORD ATTENDANCE

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

ITEM 1

Public Forum- No Public Present

ITEM 2

Minutes of Meeting: March 16, 2022

MOVE TO ACCEPT: John

SECONDED BY: Fran

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) **TFL HAS YET TO RECEIVE FUNDS FROM THE TRUSTEES OF THE TOWN TRUST FUND. I HAVE REACHED OUT TO RUSS ROY AND HE REPORTED THAT “they are working on it.” THERE IS NO CONTACT INFORMATION AVAILABLE FOR THE TRUSTEES OF THE TOWN TRUST FUND ON THE TOWN WEBSITE NOR IS THERE UP-TO-DATE MINUTES/AGENDAS TO INFORM THE PUBLIC OF THE STATUS OF THE TOWN TRUST FUND MONEY. WE USUALLY RECEIVE THE FUNDS SHORTLY AFTER TOWN MEETING.**

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

MOVE TO ACCEPT: Deb

SECONDED BY: John

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

3) Monies/Gifts to Accept: \$500.00 from Skip and Carolyn McKean on 5/3/2022

MOVE TO ACCEPT: John

SECONDED BY: Anne

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) General State of the Library – Staff Update, Hours, Summer Planning
- 2) Projects
 - a. Screen Doors
 - b. Windows
 - c. Moose Plate - Grant and letter of intent accepted for Phase 2. Beginning to work on Phase 1 of the grant.
 - d. Library garden/Patio – [Applied for a grant to fund](#). Hope to hear soon. Backup plan, apply to the Cogswell Benevolent Trust
 - e. Garaventa Replacement – Status Report
 - Representatives from Garaventa have completed the shop drawings.
 - When the compliance expert came to see the site he indicated that he is concerned with two major overhead clearance issues, the first at the bottom of the stairwell and the second at the Main Floor landing. The bottom stairwell has an overhead hazard. The Main Floor landing area overhead clearance falls within the “FLAGGED” zone and may not provide enough height for code compliance.
 - A trustee asked about the weight limit variance. “Thought we would realize a weight capacity of 550 with the replacement model.” I asked the Garaventa Representative, “Can you respond to this please?”
 - The factory designer looks at the existing rail structure details and uses that to determine if the capacity can be increased.
 - They list the maximum capacity from their research on the new drawings.
 - I will double check with them - but it appears that the limitation is from the existing rail system, and likely cannot be increased.
 - Both areas need to be considered by the State Inspector and variances will be required.
 - At this point, the project realization is dependent on the decision of the State Inspector and their willingness to grandfather in the new lift since it is a replacement and not a new build.
 - If we get the variance, then we are looking at 4-6 weeks for delivery of the mechanicals. I spoke with a Garaventa representative and expressed my concern that we have a HARD STOP date of June 21, the last day of school. Work may have to wait until mid-August if we can't complete the installation by the 21st. It is expected that the decommissioning, installation and inspection will take 2-3 days.
 - If we don't get the variance the project is unachievable with the current budget and physical components.
 - I have asked to be Bcc'd on all correspondence to keep on top of the issue.
 - f. Limited Mobility Door Project - Status Report. Supply chain issues. Waiting for parts.
 - g. Emergency Exit – Status Report. Supply chain issues. Waiting for parts.
- 3) Community Involvement – Trying to create a communal atmosphere on the Main Floor. Purchased a table-top puzzle board, puzzle, and some small interactive games for patrons to use and promote visits.

ITEM 5**Other****ITEM 6****Schedule Next Meeting: 7/13/2022 if necessary**

Recording Secretary: E. Joseph Petrick

Adjourned at 5:50

Tucker Free Library MANIFEST FOR APPROVAL, MAY 11, 2022

BILLS PAID		ID#	Acct#	Account Name	Debit	Credit
CD	8-Mar-22	Concord Monitor 5460 5460	1-1100 6-3020	General Checking Account Periodicals		\$286.00
				COMMENT ANNUAL SUBSCRIPTION TO NEWSPAPER	\$286.00	
CD	9-Mar-22	Comcast 5464 5464	1-1100 6-4020	General Checking Account Utilities		\$118.44
CD	9-Mar-22	Eversource 5465 5465	1-1100 6-4020	General Checking Account Utilities		\$165.48
CD	15-Mar-22	Baker & Taylor 5463 5463 5463	1-1100 6-3000 6-3010	General Checking Account Books Audio Books	\$1,052.03 \$69.81	\$1,121.84
CD	15-Mar-22	Mark Reilly White Tornado 5466 5466	1-1100 6-4000	General Checking Account General Maintenance	\$400.00	\$400.00
				COMMENT MONTHLY JANITORIAL		
CD	29-Mar-22	Monadnock Security Systems, Inc 5467 5467	1-1100 6-4000	General Checking Account General Maintenance	\$245.00	\$245.00
CD	29-Mar-22	SYNCB/Amazon 5468 5468 5468 5468	1-1100 6-3000 6-4030 6-3030	General Checking Account Books Supplies DVD - Appropriation Fund	\$67.52 \$374.80 \$74.86	\$517.18
CD	30-Mar-22	TDS 5469 5469	1-1100 6-4020	General Checking Account Utilities	\$37.25	\$37.25
CD	30-Mar-22	TDS 5470 5470	1-1100 6-4020	General Checking Account Utilities	\$41.70	\$41.70
CD	6-Apr-22	Comcast 5471 5471	1-1100 6-4020	General Checking Account Utilities	\$118.44	\$118.44
CD	12-Apr-22	Edmunds Ace Hardware 5472 5472	1-1100 6-4030	General Checking Account Supplies	\$6.64	\$6.64
CD	12-Apr-22	Mark Reilly White Tornado 5473 5473	1-1100 6-4000	General Checking Account General Maintenance	\$400.00	\$400.00
CD	12-Apr-22	Rose Jansen 5474 5474	1-1100 6-2030	General Checking Account Staff Development	\$25.00	\$25.00
				COMMENT REIMBURSE CRIMINAL BACKGROUND CHECK		
CD	12-Apr-22	Routon Painting 5475 5475	1-1100 6-4010	General Checking Account Building Repairs	\$2,000.00	\$2,000.00
				COMMENT DEPOSIT FOR WINDOWS		
CD	13-Apr-22	Eversource 5476 5476	1-1100 6-4020	General Checking Account Utilities	\$142.47	\$142.47
CD	19-Apr-22	Baker & Taylor 5477 5477 5477	1-1100 6-3000 6-3010	General Checking Account Books Audio Books	\$795.14 \$236.57	\$1,031.71

CD	27-Apr-22	TDS 5480 5480	1-1100 6-4020	General Checking Account Utilities		\$40.30	\$40.30
CD	27-Apr-22	TDS 5481 5481	1-1100 6-4020	General Checking Account Utilities		\$43.51	\$43.51
CD	3-May-22	Karin Carr 5478 5478	1-1100 6-2030	General Checking Account Staff Development		\$25.00	\$25.00
				COMMENT REIMBURSE CRIMINAL BACKGROUND CHECK			
CD	3-May-22	SYNCB/Amazon 5479 5479 5479 5479	1-1100 6-4035 6-3000 6-4030	General Checking Account COVID RELATED SUPPLIES Books Supplies		\$89.82 \$37.50 \$275.43	\$402.75
Grand Total:						\$7,168.71	\$7,168.71
		DEPOSITS	ID#	Acct#	Account Name	Debit	Credit
CR	8-Mar-22	CR000370 CR000370	1-1100 4-3520	General Checking Account Copier		\$31.00	\$31.00
CR	15-Mar-22	CR000371 CR000371 CR000371 CR000371	1-1100 4-3510 4-3520 4-5030	General Checking Account Contribution Overdue Copier Established TrustFund Donation		\$79.30	\$6.30 \$23.00 \$50.00
CR	23-Mar-22	CR000372 CR000372	1-1100 4-3520	General Checking Account Copier		\$13.00	\$13.00
CR	29-Mar-22	CR000373 CR000373 CR000373	1-1100 4-3510 4-3520	General Checking Account Contribution Overdue Copier		\$39.00	\$2.00 \$37.00
CR	5-Apr-22	CR000374 CR000374 CR000374	1-1100 4-3520 4-6020	General Checking Account Copier Staff Reimbursed Purchase		\$126.00	\$20.00 \$106.00
CR	12-Apr-22	CR000375 CR000375 CR000375	1-1100 4-3520 4-9200	General Checking Account Copier Design Work		\$2,729.00	\$15.00 \$2,714.00
				COMMENT OLD SMP BILL FOUND DURING AUDIT PREP THAT TFL PAID BUT DID NOT RECEIVED REIMBURSEMENT FOR FROM TOWN. PAID DURING THE HEIGHT OF COVID CLOSURE			
CR	19-Apr-22	CR000376 CR000376 CR000376 CR000376	1-1100 4-3510 4-3520 4-3540	General Checking Account Contribution Overdue Copier Non-Resident Cards		\$90.00	\$20.00 \$20.00 \$50.00
CR	26-Apr-22	CR000377 CR000377	1-1100 4-3520	General Checking Account Copier		\$19.00	\$19.00
Grand Total:						\$3,126.30	\$3,126.30

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

REVENUE		2022 INCOME
Personnel Appropriation Funds	\$	43,914.11
Cash Income & Trust Funds	\$	5,817.76
Operational Income	\$	2,258.69
Other Direct Income	\$	5,687.95
2021 Unexpended/Reserve Funds	\$	16,004.23
TOTAL REVENUE		\$ 73,682.74

EXPENDITURES		2022 EXPENDITURES
Personnel Expenses	\$	43,914.11
Patron Service Expenses	\$	9,288.82
Facility Management Expenses	\$	9,306.22
Technology Management Expenses	\$	480.00
Other Direct Costs	\$	1,192.69
TOTAL EXPENDITURES		\$ 64,181.84

REVENUE OVER EXPENDITURES \$ **9,500.90**

RESERVED FUNDS		
Total Trust Funds Reserved	\$	13,555.42
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS		\$ 16,004.23

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

INCOME		2022 INCOME	2022 BUDGET CATEGORY	Y-T-D % RECEIVED
PERSONNEL APPROPRIATION FUNDS		\$ 43,914.11	\$ 209,965.13	
4-2000	Town Appropriation - Personnel	\$ 43,914.11	\$ 209,085.13	21%
CASH INCOME & TRUST FUNDS		\$ 5,817.76		
4-3510	Contribution Overdue	\$ 83.00		
4-3540	Non-Resident Cards	\$ 50.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 5,184.76	\$ 21,124.76	25%
4-5020	Annual Income from Town Trust Funds	\$ -	\$ 11,941.54	0%
4-5030	Donations: Established Trust Funds	\$ 200.00		
4-5040	Donations: In Memory/Honor of Donations	\$ -		
4-5050	Donations: General Purpose	\$ 300.00		
4-9200	Invoice Paid. TFL NOT REIMBURSED BY TOWN IN 2020 for design work	\$ 2,714.00		
OPERATIONAL INCOME		\$ 2,258.69		
4-1000	Town Appropriation-Operations	\$ -		
4-1010	Town Appropriation - Fuel	\$ 1,865.69	\$ 4,408.20	42%
4-3520	COPY & FAX Service	\$ 393.00		
4-3550	Overdue Processing Fee	\$ -		
4-3560	Damaged/Lost Books	\$ -		
OTHER DIRECT INCOME		\$ 5,687.95		
4-6000	Sale of Surplus	\$ -		
4-6020	Reimbursed Purchase	\$ 312.95		
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00		
4-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 4,975.00	\$ 9,950.00	50%
TOTAL REVENUE				
EXPENDITURES		2022 EXPENDITURES	2022 BUDGET CATEGORY	Y-T-D % SPENT
PERSONNEL EXPENSES		\$ 43,914.11	\$ 209,965.13	21%
6-2000	Library -- Wages	\$ 32,579.17	\$ 165,548.76	20%
	Library - Benefit: Health Insurance	\$ 4,566.36	\$ 16,853.00	27%
	Library -- Fica (7.65% of Library Wages)	\$ 2,438.40	\$ 12,389.37	20%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 1,648.50	\$ 11,358.00	15%
	Library - Longevity Pay for Employees	\$ 2,150.68	\$ 2,500.00	86%
	Library -- Workers Comp/Unemp Ins	\$ 306.00	\$ 856.00	36%
6-2020	Library -- Membership & Mileage	\$ 150.00	\$ 150.00	100%
6-2030	Library -- Staff Development	\$ 75.00	\$ 310.00	24%
PATRON SERVICES EXPENSES		\$ 9,288.82	\$ 24,522.00	38%
6-3000	Library Acquisition -- Books	\$ 4,119.86	\$ 16,000.00	26%
6-3010	Library Acquisitions -- Audio Books	\$ 654.07	\$ 1,500.00	44%
6-3020	Library Acquisitions -- Periodicals	\$ 286.00	\$ 1,000.00	29%
6-3030	Library Acquisitions -- DVD	\$ 183.79	\$ 750.00	25%
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 1,000.00	0%
6-6000	Library Program - Software Services			
	Library Catalog	\$ 1,950.00	\$ 1,950.00	100%
	NHDB for eContent	\$ 1,922.00	\$ 1,922.00	100%
	Library Website, Misc. Software	\$ 149.90	\$ 400.00	37%
6-6010	Library Program - Speakers & Supplies	\$ 23.20	\$ -	
FACILITY MANAGEMENT EXPENSES		\$ 9,306.22	\$ 32,294.14	29%
6-4000	Library General Maintenance -- Janitorial	\$ 2,000.00	\$ 6,000.00	33%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 2,675.29	\$ 9,965.00	27%
6-4020	Library Utilities (Total - Heating Oil)	\$ 1,583.53	\$ 7,475.94	21%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 1,865.69	\$ 4,408.20	42%
6-4030	Library Bldg Maintenance Supplies	\$ 1,181.71	\$ 4,445.00	27%
TECHNOLOGY MANAGEMENT EXPENSES		\$ 480.00	\$ 500.00	96%
6-5010	Library Tech Maintenance	\$ 480.00	\$ 250.00	192%
6-5020	Library Equipment	\$ -	\$ 250.00	0%
OTHER DIRECT COSTS		\$ 1,192.69	\$ 12,973.44	9%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ 219.25	\$ 1,000.00	22%
6-6020	Staff Reimbursed Purchase	\$ 312.95	\$ 312.95	100%
6-6080	Town of Henniker (Refund for Overpayment of Appropriation)	\$ 110.49	\$ 110.49	100%
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00	\$ 1,600.00	25%
6-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 150.00	\$ 9,950.00	2%
TOTAL LIBRARY OPERATIONS BUDGET		\$ 64,181.84	\$ 267,281.27	24%

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	NOT YET 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 03/31/20220	
TD Bank							
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 396,831.47	
Charter Trust	LIBRARY DEVELOPMENT						
SUBFUND	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021	4/29/2022
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 9,000.05
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 12,600.08
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 252,230.08
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,885.79
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84	285,716.00

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.