



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 SEPTEMBER 8, 2021 at 5:30 PM
In-person, Tucker Free Library - NH Room
ENTER THROUGH FRONT DOOR

ROLL CALL	Attendance
ITEM 1	Appointment with Joe Devine regarding Town Initiative; Citizen's Academy
ITEM 2	Public Forum
ITEM 3	Minutes of Meeting: July 28, 2021
ITEM 4	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest• Trust Fund Summary• Monies to Be Accepted/Gift to Be Accepted
ITEM 5	Director's Report
ITEM 6	Personnel Policy – Employee Merit and COLA Increases, 1 st Reading
ITEM 7	Governance Policy -- Amended Investment Policy, 1 st Reading
ITEM 8	Governance Policy – Library Credit Card Use Policy, 1 st Reading
ITEM 9	Memorandum of Understanding – Town of Henniker and Tucker Free Library (Draft)
ITEM 10	Trustee Updates, Questions, and/or Discussion
ITEM 11	Other
ITEM 12	Schedule Next Meeting

POSTED: SEPTEMBER 1, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

September 8, 2021 TUCKER FREE LIBRARY, TRUSTEE MEETING MINUTES**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**APPOINTMENT WITH JOE DEVINE REGARDING TOWN CITIZEN'S ACADEMY**

From Joe: "I wanted to run something by you. In October/November, we are planning on doing a Citizens Academy. The idea is to get citizens involved and learn more about their town government through activities and classes. I was wondering if the library would like to have a night as well. You are an integral part of the town and the government, and it's good for people to see how the library and ran. Let me know your thoughts."

Lynn's Response: "I am all for it! I would guess that the trustees would support this as well because that is their major goal for me to accomplish, i.e. educating the public. We have a board meeting on the 8th if you would like to stop by at 5:30 to explain or let us know what you need."

ITEM 2**Public Forum**

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
Sylvia Lennox	

ITEM 3**Minutes of Meeting: July 28, 2021****MOVE TO ACCEPT: Deb Kreutzer****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 4**Treasurer's Report & Financial Deliberations**

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

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

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

2) Monies to Be Accepted/Gift to Be Accepted

Quilted BANNER from Deborah Keiner-Trustees discussed placement of banner behind circulation desk.

MOVE TO ACCEPT: Frances Tain**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 5**Director's Report**

- 1) Traffic, programs, and circulation-Lynn reported increase in circulation of patrons and popularity of STEAM Kits. Also, there have been no issues with masking requirements.

5:45pm Director's Report interrupted for Town Administrator-Joe Devine

Joe explained the roll-out of Henniker Citizen Academy.

Although it is still in a formative stage, this would consist of 6 sessions, October through November, with the purpose of educating residents of Henniker on the workings of the town departments. TFL will be included in this rotation. The trustees were supportive of inclusion in this initiative.

5:56pm- Re-enter regular meeting

- 2) GRANTS – UPDATE

- a. Cogswell Benevolent Trust Update-Discussion of possible front of the building seating and landscaping.
 - b. Moose Plate – Submitted application, awaiting notification.
 - c. SHARP – Humanities Project – Submitted-Discussion of tech equipment for library and patron use.
 - d. NEH Office of Challenge Grants – It has been decided that this is not the right time to apply.
- 3) Staff updates – first holiday that falls under new personnel policy. Staff has been notified that they have until October 4, 2021 to use their Labor Day Holiday Time. Lynn reported that all staff have signed up for this day.
 - 4) NHDB Fees for 2022 \$1,922 and decrease from 2021 of \$17.00
 - 5) Post meeting follow-up with BOS. Strategies going forward. Trustees decided that the best method of communication for this is to forward to Kris Blomback and request that he distribute to the Select Board.
 - 6) Messenger PSA and offer from patron to explore option for non-print media
 - 7) Preparing final magazine list-Patron input for the final list.
 - 8) Denise wants to start a special one-time welcome blast that will be sent to new patrons. Our ILS currently sends out a welcome to new patrons but it is just text and pretty lame. Discussion followed on methods of outreach for new patrons and new families to Henniker.
 - 9) Creating an additional newsletter that will target families with small children, this is in lieu of in person programming. It will push them to subscribe to a weekly activity program. Lynn updated on the Tucker's Tots Newsletter—18 Members to date.
 - 10) Friends Update and Music on Main Street
Sylvia Lennox reported on current Friends activity.
 - a. Saturday September 18th
 - b. Thanks to the trustees, staff and friends who have volunteered.
 - c. Lynn WILL NOT BE AVAILABLE.
 - d. Additional time slots were entered to fill in at our table.
 - e. The next Friends meeting is scheduled for 9/26/21-8:00am-ZOOM

ITEM 6

Personnel Policy – Employee Merit and COLA Increases –After discussion current employee evaluations were removed from the manual. Director instructed to come up with a simple measurement tool. Policy on Employee Merit and COLA Increases moved to second reading.

MOVE TO Accept: Deb Kreutzer

SECONDED BY: Frances Tain

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

ITEM 7

Governance Policy - Charter Trust/Bar Harbor Investment Policy –After discussion the following was decided:

*** This will be designated as a Board restricted endowment.**

MOVE TO ACCEPT THIS DESIGNATION: Frances Tain

SECONDED BY: John Capuco

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

MOVE TO ACCEPT AS Amended: John Capuco

SECONDED BY: Deb Kreutzer

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

ITEM 8

Governance Policy - Library Credit Card Use Policy – Discussion of policy vs. operational procedure.

MOVE TO PUT THIS INFORMATION IN AN OPERATION MANUAL: Deb Kreutzer

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 9

**Memorandum of Understanding – Town of Henniker and Tucker Free Library (Draft)
Tabled for future consideration.**

ITEM 10

Trustee Updates, Questions, and/or Discussion

Building Project will be taken up after Town Meeting in March.

Deb Kreutzer will draft a letter to NH Senators for support

ITEM 11

Other

1. Trustees reviewed “How We Make a Budget” pamphlet-created by Lynn.
2. Materials have been weeded out for Baker & Taylor Credit.
3. Trustees support for the White Birch Golf Tournament.

ITEM 12

Schedule Next Meeting: Wednesday October, 13, 2021---5:30pm-Library

**ADJOURN PUBLIC
SESSION
7:39pm**

MOVE TO ADJOURN MEETING BY: Anne Crotti

SECONDED BY: Frances Tain

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

RECORDING SECRETARY: Anne Crotti

Tucker Free Library MANIFEST FOR APPROVAL

7/21/2021 To 8/31/2021

		ID#	Acct#	Account Name	Debit	Credit
BILLS PAID						
CD	21-Jul-21	Baker & Taylor 5376	1-1100	General Checking Account		\$1,645.37
		5376	6-3000	Books	\$1,375.43	
		5376	6-3010	Audio Books	\$269.94	
CD	27-Jul-21	Friends of Tucker Free Library 1024	1-1100	General Checking Account		\$40.00
		1024	6-6095	Friends of Tucker Free Library	\$40.00	
CD	28-Jul-21	TDS 5380	1-1100	General Checking Account		\$41.46
		5380	6-4020	Utilities	\$41.46	
CD	28-Jul-21	TDS 5381	1-1100	General Checking Account		\$43.32
		5381	6-4020	Utilities	\$43.32	
CD	3-Aug-21	Cogswell Spring Water Works 5378	1-1100	General Checking Account		\$163.80
		5378	6-4020	Utilities	\$163.80	
CD	3-Aug-21	SYNCB/Amazon 5379	1-1100	General Checking Account		\$451.97
		5379	6-4030	Supplies	\$399.99	
		5379	6-3030	DVD - Appropriation Fund	\$17.99	
		5379	6-3000	Books	\$15.00	
		5379	6-3000	Books	\$18.99	
CD	10-Aug-21	Monadnock Security Systems, Inc 5382	1-1100	General Checking Account		\$408.00
		5382	6-4020	Utilities	\$408.00	
CD	10-Aug-21	Star Light Cleaning Services 5383	1-1100	General Checking Account		\$360.50
		5383	6-4000	General Maintenance	\$360.50	
CD	11-Aug-21	Comcast 5385	1-1100	General Checking Account		\$118.44
		5385	6-4020	Utilities	\$118.44	
CD	11-Aug-21	Eversource 5387	1-1100	General Checking Account		\$361.50
		5387	6-4020	Utilities	\$361.50	
CD	17-Aug-21	Baker & Taylor 5384	1-1100	General Checking Account		\$453.48
		5384	6-3010	Audio Books	\$96.22	
		5384	6-3000	Books	\$357.26	
CD	17-Aug-21	DEMCO 5386	1-1100	General Checking Account		\$299.73
		5386	6-4030	Supplies	\$299.73	
CD	24-Aug-21	SYNCB/Amazon 5388	1-1100	General Checking Account		\$1,389.15
		5388	6-4030	Supplies	\$1,192.67	
		5388	6-4035	COVID RELATED SUPPLIES	\$92.79	
		5388	6-3000	Books	\$103.69	
Grand Total:					\$5,776.72	\$5,776.72
MONIES RECEIVED						
CR	27-Jul-21	CR000341	1-1100	General Checking Account	\$488.34	

		CR000341	4-3510	Contribution Overdue		\$3.00
		CR000341	4-3520	Copier		\$60.00
		CR000341	4-5050	General Purpose Donation		\$80.00
		CR000341	4-7005	FOR FRIENDS OF TFL		\$40.00
		CR000341	6-9600	ARPA - Round 1		\$305.34
CR	3-Aug-21					
		CR000342	1-1100	General Checking Account	\$18.50	
		CR000342	4-3520	Copier		\$18.50
CR	10-Aug-21	Town Appropriation				
		CR000343	1-1100	General Checking Account	\$23,591.18	
		CR000343	4-1000	Town Appropriation		\$18,293.00
		CR000343	4-5010	Willis Cogswell Fund		\$5,251.18
		CR000343	4-6000	Sale of Surplus		\$12.00
		CR000343	4-3510	Contribution Overdue		\$7.00
		CR000343	4-3520	Copier		\$28.00
CR	17-Aug-21	Matthew Clark				
		CR000344	1-1100	General Checking Account	\$6.00	
		CR000344	4-3520	Copier		\$6.00
CR	31-Aug-21					
		CR000345	1-1100	General Checking Account	\$63.75	
		CR000345	4-3520	Copier		\$60.00
		CR000345	4-3510	Contribution Overdue		\$3.75
				Grand Total:	\$24,167.77	\$24,167.77

TUCKER FREE LIBRARY TREASURER'S REPORT

January 2021 through December 2021 (08312021)

		Selected Period	Budgeted	\$ Difference
4-0000	Income			
4-1000	Town Appropriation	\$29,633.61	\$18,292.92	\$11,340.69
4-1010	Heating Oil Approriation	\$2,748.11	\$3,418.20	(\$670.09)
4-2000	Personnel Appropriation	\$132,020.47	\$195,386.16	(\$63,365.69)
4-3510	Contribution Overdue	\$96.74	\$0.00	\$96.74
4-3520	Copier	\$420.86	\$0.00	\$420.86
4-3540	Non-Resident Cards	\$50.00	\$0.00	\$50.00
4-3550	Overdue Processing Fee	\$5.00	\$0.00	\$5.00
4-3560	Damaged/Lost Books	\$86.97	\$0.00	\$86.97
4-5010	Willis Cogswell Fund	\$15,271.71	\$19,757.40	(\$4,485.69)
4-5020	Town Trust Funds	\$11,062.48	\$11,062.44	\$0.04
4-5030	Established TrustFund Donation	\$750.00	\$750.00	\$0.00
4-5050	General Purpose Donation	\$384.00	\$0.00	\$384.00
4-6000	Sale of Surplus	\$26.00	\$0.00	\$26.00
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
	Total Income	\$196,553.54	\$252,664.71	
6-0000	Expenses			
6-1010	Heating Oil Appropriation	\$2,748.11	\$3,418.20	(\$670.09)
6-2000	Personnel Appropriation	\$132,020.47	\$195,386.16	(\$63,365.69)
6-2020	Meetings/Membership/Mileage	\$210.00	\$0.00	\$210.00
6-2030	Staff Development	\$44.56	\$99.96	(\$55.40)
6-3000	Books	\$8,854.40	\$16,000.00	(\$7,145.60)
6-3010	Audio Books	\$665.83	\$1,500.00	(\$834.17)
6-3020	Periodicals	\$0.00	\$1,000.00	(\$1,000.00)
6-3030	DVD - Appropriation Fund	\$244.65	\$750.00	(\$505.35)
6-3035	DVD - Fine Revenue	\$224.00	\$224.00	\$0.00
6-4000	General Maintenance	\$2,859.00	\$9,500.00	(\$6,641.00)
6-4010	Building Repairs	\$129.00	\$3,900.00	(\$3,771.00)
6-4020	Utilities	\$4,344.84	\$7,581.84	(\$3,237.00)
6-4030	Supplies	\$2,549.26	\$3,375.00	(\$825.74)
6-4035	COVID RELATED SUPPLIES	\$509.03	\$1,000.00	(\$490.97)
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)
6-6090	Trustees of the Trust Fund	\$750.00	\$750.00	\$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
	Total Expenses	\$167,455.68	\$252,988.75	

TRUST FUND ACCOUNTING

Charter Trust

		12/31/2018	12/31/2019	12/31/2020	3/31/2021	7/21/2021	8/25/2021		
SUBFUND	Starting Balance	12/31/2013	% of Fund						
Cammett, Helen	\$ 5,001.13	\$ 6,506.69	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,047.78	\$ 9,490.87	\$ 9,772.51
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	\$ 13,681.51
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	\$ 273,878.44
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	\$ 12,905.92
Total of Funds	\$ 208,507.69	\$ 206,561.67	100%	\$229,129.58	\$266,654.76	284,761.29	287,231.08	301,297.32	310,238.38

TD Bank

Willis Cogswell - QTRLY REPORTING	\$ 407,576.11	\$ 387,192.97	\$ 407,824.58	\$ 410,711.63	\$ 426,083.10
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