

**Tucker Free Library Minutes**  
**December 13, 2005**  
**7:00 p.m.**

Present: Wayne Colby, Patti Osgood, Christine Anderson, Terry Simkin, Lynn Piotrowicz (library director). Janet Higginson absent.

- 1) Budget. Meeting with Selectmen went well. Town Finance Director to provide Director with same estimated utility costs that the Town uses to prepare Library budget. Cogswell Fund came in higher than projected (\$784.95).
- 2) Treasurer's Report presented by Wayne.
- 3) Director's Report.
  - a) Now in compliance with NH and Federal employment sign regulations. Staff is being scheduled to be in compliance with rules for breaks and lunch.
  - b) Inspections: lifts and Garaventa all passed. Garaventa will need load-bearing inspection next year at an additional cost of \$350.
  - c) Collection analysis is going well with NEC students and is continuing.
  - d) Director has completed employee evaluations.
  - e) Director has drafted warrant articles (still working on final figures). Town Manager wants the warrant articles by Jan 10, 2006 meeting with the Town Budget Committee.
  - f) All paper work for the Permanent Loan Agreement is in and all is with the Merrimack County Probate Court.
  - g) Director would like to change procedure for video loans from two per family to two per cardholder with a six per household maximum. Board concurs.
  - h) Director reports having difficulty with two patrons who are habitually very late in returning materials to the Library. Now, in the case of one patron, the late materials were obtained through State Interlibrary Loan System. The Board told the Director that revoking Library privileges is up to the discretion of the Director. The Board recommends that she proceed with revocation in these instances.
- 4) Vote to go into non-public session: RSA: 91-A: 3 (c) at 8:05 p.m. with Library Director. Patti moved, Janet seconded, Patti (yes), Wayne (yes), Terry (yes), and Christine (yes). Vendor issues discussed. Came out of non-public session at 8:14 p.m. Board is unhappy with lack of progress on Info Center installation and recommends to Director to take whatever action necessary to complete the project.
- 5) Next Meeting January 24, 2006 at 7 p.m.

Respectfully submitted by:

  
Patti Osgood

Minutes  
Tucker Free Library  
Nov. 15, 2005

Present: Wayne Colby, Christine Anderson, Janet Higginson, Patti Osgood, Terry Simkin (arrived @ 7:20), Lynn Piotrowicz (library director)

1. Minutes of 10-25-05 approved with: Wayne moved, Patti seconded; motion passed 4-0
2. Permanent Loan Agreement: copies have been sent to Probate Court, Terry Knowles and Henniker Historical Society.
3. Building issues/needs assessment: Lynn & staff have cleaned and rearranged storage areas. Nothing new to report on needs assessment. We discussed establishment of building committee. Consensus was to spend next year focusing on needs within existing library space and our book collection and to revisit the issue in February to discuss our plans, needs and to set up a timeline.
4. Budget: Wayne & Lynn will present to selectmen on Nov. 29
5. Voted to go into Non-public session at 8:50 p.m. in accordance with RSA:91-A:3,1(a) without library director. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Personnel issues discussed. Out of non-public session at 8:58 p.m. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes).
6. Treasurer's report given by Wayne.
7. Director's report:
  - a. electronic equipment plan: Lynn is working to get prices for priority items
  - b. InfoCenter: Should be ready for public by end of Nov. She is preparing press release.
  - c. Building: After furnace problem on Nov. 8, Harding Heating & Plumbing planning to replace new furnace on Thursday or Friday. (Fortunately, the furnace was under warranty so the only cost is for shipping & labor.)
  - d. Winter preparations: due to costs of alternative products, salt will be used this year for icy steps
  - e. Collection analysis/weeding: continuing as scheduled
  - f. Monies accepted (see attached list) Patti moved, Terry seconded; motion passed 5-0
8. Voted to go into Non-public session at 9:30 p.m. in accordance with RSA:91-A:3,1(a) with library director. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Personnel issues discussed. Out of non-public session at 9:35 p.m. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes).

Meeting adjourned 9:35 pm.  
Next meeting Dec. 13

*Janet Higginson*

**Tucker Free Library Minutes**  
**October 25, 2005**  
**6:30 p.m.**

Present: Janet Higginson, Patti Osgood, Christine Anderson, Terry Simkin, Lynn Piotrowicz (library director).

- 1) Vote to go into non-public session: RSA: 91-A: 3, I, (a) at 6:38 p.m. without Library Director. Patti moved, Janet seconded, Patti (yes), Janet (yes), Terry (yes), Christine (yes). Six-month review of Library Director. Came out of non-public session at 7:30 p.m.
- 2) Minutes of September 20, 2005: Christine moved, Terry seconded to accept the minutes. All approved.
- 3) Permanent Loan Agreement is ready to drop off at Merrimack County Probate Court, Need \$150 check to go w/Agreement to Court. Lynn to ask Terry Knowles how we can place future items on Permanent Loan.
- 4) Building. Lynn needed to replace one EXIT sign. May need to replace more soon. Needs Assessment. Wayne to update at next meeting.
- 5) Treasurer's Report. Lynn notes budget looks good except for utilities.
- 6) Directors Report. **Parking lot.** Lynn met w/Henniker Community School Principal Pam Shepard who said school personnel would take care of any icing problems. Terry to speak with Mrs. Shepard as Library Board feels this solution is not adequate. Library Board also wants Wayne's thoughts on topic. **Doon Fund.** Still waiting to hear from family, they were given a December 31, 2005 deadline to respond. **Donations.** Janet moved, Terry seconded and all approved to accept a scanner from the Cass family and a framed photo from Sally Braimer. **Security.** Have experienced a lot of false alarms with panic buttons recently. May need a new security system. **Computers.** Malfunction with file server is fixed and staff is working and training on new system. **Collection Analysis.** Lynn continues her work going through collection. New England College Work-Study students are working out well. **Holiday Closing.** Library will close Wednesday, November 23, 2005 at 5 p.m. (no evening hours) prior to Thanksgiving. Janet moved, Terry seconded and all approved.
- 7) Budget Process. Library is scheduled to present budget to Selectmen on November 22, 2005. Technology Plan. Lynn is working on plan and costs associated with replacing and updating computers and equipment. Especially need printers.
- 8) **November and December meetings scheduled November 15, 2005 at 7 p.m. and December 13, 2005 at 7 p.m.**

Respectfully submitted by:

  
Patti Osgood

Minutes  
Tucker Free Library  
Sept 20, 2005

Present: Wayne Colby, Christine Anderson, Janet Higginson, Patti Osgood, Lynn Piotrowicz (library director)  
Ron Taylor & Laurie Grob (trustees of the Trust Funds)

1. Laurie Grob spoke as a representative of the Trustees of the Trust Fund about the James W. Doon Fund and its lack of formal direction as to use of the funds. Library Director said that currently the fund is used for books related to NH Civics, naval history & natural history of the area. Wayne suggested that we try to contact a family member, let them know how we are using the fund and ask if they have any objections or any different intentions.
2. Minutes of Aug. 23: Wayne moved, Janet seconded to accept with corrections; motion passed 4-0
3. Wayne moved, Christine seconded to accept monies; motion passed 4-0 – see attached sheet
4. Info Center/Home Web Page: Lynn has been working with Jon Corbett to get it set up. All is going well and it will possibly be up and running by the end of October. For now, we will have a link from the Town of Henniker Web Site to access the library site.
5. Needs Assessment: Wayne will make corrections on a hard copy of the document and send a copy to Patience Jackson. We discussed what the next steps should be – establish guidelines? form a building committee?
6. Permanent Loan Agreement: Lynn will get all the materials together to send to Probate Court.
7. Items to Henniker Historical Society: Wayne moved, Janet seconded to add to the permanent loan list the following items (motion passed 4-0): 1. the old Henniker High School stage curtain; 2. a box of Edna Dean Proctor letters and memorabilia.
8. Wayne presented the Treasurer's report.
9. Director's Report:
  - a. Mayo Roofing will submit a proposal for a thorough exam of the roof.
  - b. Scott Osgood looked at the kindergarten drain and suggested capping it, which he will do.
  - c. Marc Aucoin did not think a power surge at the source was our best option. He suggested purchasing Uninterruptible Power Sources for the file server and at all critical computers, which Lynn has done.
  - d. Two NEC students from Project Pericles will be working at the library for 8-10 hours each. They will be working on special projects.
  - e. Internet Use Policy: Wayne moved to adopt the policy, Patti seconded; motion passed 4-0
  - f. We are grateful to the generosity of the Friends of the Library who gave us more money than we requested for the replacement computers after the power surge
  - g. Lynn continues to look for ways to "open our doors"
10. Patti discussed the new drainage at the school near the back, west corner of the library and her concerns about a potential hazard. Patti will draft a letter to the school board, with a copy to the selectmen, stating that we believe they have created a water/ice hazard with their new drainage.
11. Voted to go into non-public session with the director according to RSA: 91-A:3,I,(a) at 8:25 pm. Wayne moved, Janet seconded. Wayne-yes, Janet-yes, Christine-yes, Patti-yes. Discussed personnel issues. Came out of non-public session at 8:57 p.m

Next meeting Tuesday, Oct. 25

*Janet Higginson*