

Tucker Free Library Minutes

December 8, 2009

7:03 PM

Present: Patti Osgood, Wayne Colby, Christine Anderson, Jean Colby, Lynn Piotrowicz (Library Director), and Jamie Ramsey (arrived at 7:05 PM).

1. Minutes of October 6, 2009 and November 21, 2009 Meetings: Tabled until later in meeting.
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Presented by Jean.
4. Monies Received: Christine moved to accept, Patti seconded, approved 4-0; Wayne abstained. See list attached.
1. Minutes of October 6, 2009: Patti moved to accept, Jean seconded, approved 4-0; Wayne abstained. Minutes of November 21, 2009: Patti moved to accept, Jamie seconded, approved 4-0; Wayne abstained.
5. Director's Report: (A) Building Issues: (1) Annual heating equipment cleaning/maintenance was done. Boiler rated at 79%- 82% efficiency. (2) Monadnock Security Systems gave \$1500 estimate for visual/auditory alarms between floors. (3) Locks on interior doors to nonpublic areas will be installed. (B) Programming: (1) Preschool story time concluded on 11/19 for semester. (2) Martha is making gingerbread houses to decorate for holiday craft program. (3) Martha has a blog for teen site. (4) Teens will be invited to a teen advisory meeting, looking for teen volunteers to help with younger kids. (5) Martha met with HCS librarian, HCS PTA, Teen Ctr., and White Birch to cultivate more involvement. (6) The NH Humanities Council is co-sponsoring a talk by Edie Clark on February 9th at 6:30 PM entitled "Baked Beans and Fried Clams," about regional food and how it defines an area. (C) Library Community Outreach: (1) Kill-a-Watt meters are on the way. (2) Lynn purchased new Black & Decker Thermal Leak Detector to go with Kill-a-Watt meters. (3) Lynn met with the Friends; all agreed to end the annual BOOKFEST due to the amount of work involved in collecting books, planning, set up/clean up, etc., with repeated unsatisfactory profits in recent years. (D) Integrated Library System: In the NHSL initiative to build a new consortium for more purchasing power with library software companies, Michael York is considering an OPEN SOURCE package that combines components of best products on the market, including Evergreen and KOHA. A base package will be available to all who wish to participate. Lynn recommends we consider this option for migration in 2010.
6. Investment Policy: The objectives of a new policy were discussed and a draft was agreed upon.
7. Other Business: Dates for upcoming budget advisory meeting, town report, public hearing, town election, and town meeting were discussed.

Next meeting: Tuesday, January 19, 2009 at 7:00 PM.

The meeting concluded at 8:40 PM.

Respectfully submitted by


Christine Putnam Anderson

Tucker Free Library Minutes
November 21, 2009
8:33 AM

Present: Jean Colby, Patti Osgood, Jamie Ramsey, Christine Anderson, Lynn Piotrowic (library director).

1. The board regrettably accepted the resignation of Vice Chair Terry Simkin from the Tucker Free Library Board of Trustees after many years of dedicated service to the board.
2. Patti made a motion to recommend to the selectmen the appointment of Wayne Colby to the Board of Trustees; Jean seconded. All approved, 4-0.
3. Holiday Hours: For the Thanksgiving Holiday, the library will close at 5 p.m., on Wednesday, November 25th and will remain closed on Thanksgiving and also on Friday, November 27th. The library will reopen on Saturday, November 28th.

For the Christmas Holiday, the library will close at 1 p.m., on Thursday, December 24th, and will remain closed on Christmas and also on Saturday, December 26th.

For the New Year's Holiday, the library will remain open for regular hours on Thursday December 31st, and will be closed Friday, January 1st, New Year's Day, and will reopen Saturday, January 2nd.

The meeting ended at 8:50 AM.

Next meeting: Tuesday, December 8, 2009 at 7 PM.

Respectfully submitted by



Christine Putnam Anderson

Tucker Free Library Minutes

October 6, 2009

7:10 PM

Call to Order/Attendance

Present: Lynn Piotrowicz (Library Director), Patti Osgood, Jean Colby (absent from 7:10-7:14 PM), Terry Simkin, Jamie Ramsey, Christine Anderson

1. **Introduction of Martha Mack:** Trustees were introduced to the new youth services librarian.
2. **Public Hearing I:** Public Hearing per RSA 202-A:4-c to accept an unanticipated, unconditional donation from Helen Cammett (deceased) in the amount of \$5,000. Patti moved to accept, Christine seconded. Approved 4-0. (Patti, yes; Christine, yes; Terry, yes; Jamie, yes). No public present.
3. **Public Hearing II:** Public Hearing per RSA 202-A:4-c to accept an unanticipated, unconditional donation from Ann S. Soderstrom (deceased) in the amount of \$189,114.81. Christine moved to accept, Terry seconded. All approved 5-0. (Patti, yes; Christine, yes; Jean, yes; Terry, yes; Jamie, yes). No public present.

7:19 PM Regular Board Meeting

4. **Minutes of September 15, 2009:** Jean moved to accept, Terry seconded. Approved (5-0)
5. **Public Forum:** No members of the public were present.
6. **Treasurer's Report:** Jean presented report.
7. **Monies to Be Accepted:** No monies to be accepted at this time.
8. **Director's Report:** (a) Monadnock came and updated the system. There have been no false alarms since adjustments. (b) West of the Merrimack will be hosted next Friday, Oct. 16, 2009 at 9 AM at Tucker Free.
9. **Preliminary Budget:** Reviewed and discussed proposed budget for 2010.
10. **Investment Policy:** Reviewed and discussed investment policies of other town libraries and decided to continue writing our policy at the next meeting after each trustee reviews one in particular more closely.
11. **Other Business:** Patti moved to go non public per RSA: 91-A: 3, II (a) at 8:52 PM, Jean seconded. All approved. (5-0) Terry moved to go out of non public at 9:01 PM, Christine seconded. All approved. (5-0) Jean moved to seal the minutes at 9:02 PM, Christine seconded. All approved. (5-0)

Next Meeting: November 3rd, 7PM

Meeting adjourned at 9:05 PM

Respectfully submitted,

Jamie Ramsey

Tucker Free Library Minutes

September 15, 2009

7:10 PM

Call to Order/Attendance

Present: Lynn Piotrowicz (Library Director), Patti Osgood, Jean Colby (absent from 7:10-7:18 PM), Terry Simkin, Jamie Ramsey, Christine Anderson & Terry Knowles

1. **Minutes of June 4, 2009:** Terry moved to accept, Patti seconded. Approved (4-0)
2. **Public Forum:** No members of the public were present.
3. **Discussion with Terry Knowles:** During this time, an open conversation took place on topics such as: the receipt of unanticipated gifts, limits (if any) within the fiscal year of receipt, RSA 32, and investment strategies.
4. **Treasurer's Report:** Presented by Jean.
5. **Monies to Be Accepted:** Christine moved to accept money. Patti seconded (5-0).
6. **Director's Report:** (a) Discussion of Friends & Book Sale (b) Discussion on Betty's open house/party (c) H1N1 preparations (d) Lynn's upcoming schedule (e) Martha's upcoming schedule
7. **Other Business:** Increased frequency in false fire alarms and discussion on how to remedy the ongoing problem.
8. **Non-Public Forum** [per RSA: 91-A: 3, II (a)]: At 9:10 PM Jean moved to go into nonpublic forum, and Christine seconded. Approved (5-0) A personnel issue was discussed. Jean moved to seal the minutes at 9:40 PM, Christine seconded. Approved (5-0) At 9:42 PM Jean moved to come out of nonpublic, and Jamie seconded. Approved (5-0)

Meeting adjourned at 9:45 PM

Next Meeting: October 6th, 7PM

Respectfully submitted,

Jamie Ramsey



Tucker Free Library

June 4, 2009

7:00 PM

Present: Patti Osgood, Terry Simkin, Jean Colby, Christine Anderson, and Lynn Piotrowicz (Library Director). Absent: Jamie Ramsey

Minutes of May 14, 2009: Terry moved to accept as amended, Christine seconded, all approved (4-0).

Public Forum: No members of the public were present.

Treasurer's Report: Presented by Jean.

Monies to be Accepted: Patti moved to accept monies into the general fund, Terry seconded, all approved (4-0); Christine moved to accept monies into the reserve fund, Terry seconded, all approved (4-0). (See Attached)

Director's Report: (a) Summer Reading Program: On 6/23 a free TFL bag will be given to first 100 kids who sign up; next 100 bags are \$3 each. The Colby Hill Inn will host a 2nd session of cooking lessons on 7/16. Lynn asked about moving venue of Alex the Jester's program to Grange if size of NH Room isn't adequate. Board discussed holding program at Grange and decided TFL site is preferred, but would allow it at Grange if program won't work otherwise and is posted as a TFL event. Lynn will check with Alex on needed size of venue. (b) Youth Services Librarian: position is posted; applications are coming in. (c) Building expenses bill submitted to Sue Pennock/Trustee of the Trust Fund (d) Stimulus Funds: nothing new. (e) Guidelines for Accepting Unanticipated Funds (per Tom Ladd of NH State Library): Lynn reviewed with Board. Patti or Jean will sign Receipt Form of Notification ASAP its receipt. Requirement issues discussed; Lynn will ask Terry Knowles and LGC for clarification of requirements.

Prepay Oil Contract: Lynn researched several prepay prices and signed with Ayer & Goss (lowest price). It was noted as a matter of process that the Board hadn't yet agreed to go ahead with prepay.

Policy Review: Due to Board member absences during the review process and upcoming summer recess, the Board will table vote on policies reviewed last meeting and take up the review process in September. Christine will give Lynn copy with minor corrections of grammar/punctuation to Sections 1 & 2, (1-5) so she can revise and give to Board to review.

Other Business: Lynn is trying out two new products at the public stations: NComputing, which uses terminal end computing; and Moderro, which enables the user to save information on the Internet. Both eliminate the need for towers at these stations.

Next Meeting: Tuesday, September 15, 2009

Meeting ended at 8:25 PM

Respectfully submitted by

Christine Putnam Anderson



Tucker Free Library Minutes

MAY 14, 2009

7:00 PM

Call to Order/Attendance

Present: Lynn Piotrowicz (Library Director), Patti Osgood, Terry Simkin, Jamie Ramsey & Christine Anderson. **Absent:** Jean Colby

1. **Minutes of April 7, 2009:** Patti moved to accept, Terry seconded. Approved (4-0)
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** No report was given as Jean was not present. Patti moved to reimburse the Tucker Free Library \$2,850.58 for the following expenses from the Tucker Free Expendable Building Trust:

• Harding Plumbing and Heating-repairs on the boiler:	\$465.11
• Lighting Plastics-new energy saving light fixtures:	\$639.50
• Marc Aucoin Electric-installation of new light fixtures and repair of out of code outlets:	\$855.67
• Three Season Landscaping-repair of ground around foundation and removal of overgrown and sickly shrubbery:	\$890.00

TOTAL	\$2,850.58

Christine seconded. Approved (4-0)

4. **Monies to Be Accepted:** No monies to be accepted at this time.
5. **Director's Report:** (a) Summer Reading Program lineup includes: Free Bag Day, Alex the Jester, Audubon Society's *Scales and Skins*, Carrie the Reading Therapy Dog, Colby Hill Inn cooking classes, Campfire Stories, TDBanknorth Summer Savings Program (b) Library will be closed July 3rd and 4th (c) Bermuda shorts will be allowed as weather permits on a trial basis this year (d) In regards to landscaping, no further enhancements will be made at this time in light of current economic conditions, but we will reconsider should money become available through donation or gifts.
6. **Youth Services Librarian:** Reviewed job description, function and feasibility of Youth Services Librarian.
7. **Policy Review:** Reviewed and revised pages 1-4 of *Library Operations Policy/Procedures Manual* which includes: General Objectives, Who May Use the Library, Services, Materials Collection, Gifts & Memorials, Displays & Exhibits, Board of Trustees & Photo Policy and Procedure.
8. **Other Business:** Patti will continue watching how the JSHS transportation situation plays out as it is still a work in progress. Lynn will research other pre-buy oil prices.

Next Meeting: Thursday, June 4, 2009 at 7 PM

Meeting adjourned at 9:06 PM

Respectfully submitted,


Jamie Ramsey

Tucker Free Library Minutes

April 7, 2009

7:00 PM

Present: Jamie Ramsey, Patti Osgood, Terry Simkin, Jean Colby, Christine Anderson, Lynn Piotrowicz (library director).

1. **Minutes of February 17, 2009:** Patti moved to accept, Terry seconded, all approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Election of Officers:** Jean nominated Patti for chairperson; Christine seconded, all approved (5-0). Jean nominated Terry for vice chairperson; Jamie seconded, all approved (5-0). Patti nominated Christine and Jamie for co-secretaries; Terry seconded, all approved (5-0). Terry nominated Jean for treasurer; Patti seconded, all approved (5-0).
4. **Treasurer's Report:** Presented by Jean.
5. **Monies To Be Accepted:** Christine moved to accept, Jean seconded, all approved (5-0).
6. **Director's Report:** (a) Summer Reading Program: Because the last day of school for HCS, 6/22, falls on a Monday, not hosting a kick-off party was discussed and agreed upon. (b) Board Blog: discussed and declined. Lynn will continue to send supplemental info via email. (c) Economic Recovery Grant possibilities: Lynn attended an Economic Stimulus Conference Webcast in which plans for libraries to receive funding to create Community Computing Access Centers was discussed. Also PSNH is working on a program to place Kill-A-Watt Electricity Monitors in libraries for patron usage. (d) Building Update: 1. Updated Jamie on last summer's heating oil pre-buy purchase; discussed putting next winter's fuel purchase out to bid. 2. PSNH: Lynn is seeing a marked decrease in electricity usage with upgrades. Another energy audit can be done in 5 years along with building upgrade. 3. Deteriorating planters have been removed. Lynn is contacting landscapers to solve problems with erosion and landscaping issues in front of building without purchasing shrubs this year. Lynn discussed having Bob power wash sides of stairs and lower portion of front of building 4. Marc Aucoin to replace 20 lens covers for Main Floor, and Lynn will ask him to put in plugs on south wall to comply with fire regs.
7. **Other Business:** Patti noted that HCS/JS school boards are discussing changing school start/dismissal times as well eliminating the high school bus runs from the grange to Henniker environs, possibly stranding John Stark students in the center of town which would impact TFL and businesses. It was agreed that it would be beneficial for TFL to contact the school board and attend school board meetings about issue.
8. **Policy Review:** (a) Procedural change from 3-year card information renewal to annual renewal to keep info current. Patrons will be asked to update info when checking out