

Tucker Free Library Minutes

November 16, 2010

7:01 PM

Call to Order/Attendance

Present: Lynn Piotrowicz, Jean Colby, Jamie Ramsey, Christine Anderson, Patti Osgood (arrived at 7:06) and Scott Turner (arrived at 7:35).

1. **Minutes from October 19, 2010:** Jamie moved to accept previous minutes, Jean seconded. All approved (3-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean. (Patti Osgood arrived)
4. **Monies to Be Accepted:** Christine moved to accept monies, Jean seconded. All approved (4-0). (See attached)
5. **Directors Report:** (a) Holiday hours were considered. It was decided TFL will be closed Friday, December 24th and Saturday, December 25th. The library will remain open New Year's Eve (December 31st) and be closed New Year's Day (January 1st). (b) Budgeting dates were discussed as well as open elected positions. (c) Lynn addressed ongoing Technology/Collection issues. The Apollo migration process is scheduled for December 9th with TFL going live on December 10th. Consolidation of the genre collections has been completed and computer equipment for the J Room has been ordered. (d) Trustees were briefed on upcoming programming events which includes an Open House and Rebecca Rule on February 5, 2011 and a Winter Holiday Program for children on December 15th and 16th. Additionally, Lynn and Letty will be working with HCS PTA on the PTA Reflections Program. (e) Modifications in performance evaluation were proposed.
6. **Budget Planning:** A conversation was had regarding the outcome of the recent budget presentation on Saturday, October 30th attended by Lynn, Patti and Jean.
7. **Building Project:** (Scott Turner arrived) After careful thought and much discussion, the board felt it would not be prudent to move ahead with the building project and tabled it for this year.
8. **ILS Process:** Lynn discussed ongoing preparation and reiterated the December 9th date during which the Apollo migration would begin.

Meeting concluded at 8:08 PM

Next meeting (Tentatively): Tuesday, December 14th, 2010 at 7 PM.

Respectfully submitted,


Jamie Ramsey

Tucker Free Library Minutes

October 19, 2010

7:00 PM

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

Absent: Jamie Ramsey, Scott Turner.

1. **September 21, 2010 Minutes:** Patti moved to accept, Jean seconded. All approved (3-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to be Accepted:** No monies to accept.
5. **Director's Report:** (a) **General** – (1) Henniker Youth Athletic Committee request to place uniform return bin at TFL was discussed and turned down, since there are already existing drop-off sites/alternatives. (2) Henniker Food Pantry request to place a food box at TFL was discussed and granted, since the Post Office is no longer a drop-off site and there are no other drop-off locations in town. (3) Lynn purchased the bushes and will seek help to plant from someone needing community service hours. Christine to place announcement at John Stark for students needing community service. (b) **Budget** – (1) Preliminary budget was submitted. (2) New date of Oct. 30th at 8:30 AM for TFL to appear at special selectmen's meeting. Jean and Patti will attend with Lynn. (c) **Technology/ Collection** – (1) Lynn is working with Apollo on a mid-December migration; the billing is all set. Staff is undertaking collection maintenance in preparation for migration. (2) Letty is working on new thematic shelving system in the E-Room. Instead of shelving by author, books will be shelved by subject so kids/adults can more readily find books. (3) Additional nComputers for the J-Room are being ordered. (d) **Programs** – (1) Plans for an Open House were discussed and tentatively scheduled for Sat., Feb. 5th from 10 AM – 12 PM. (2) TFL received a grant to host Rebecca Rule at TFL on Wed., Feb. 9th at 6:30 PM. (3) Winter Holiday Program is being planned. (4) Friends of TFL are financing materials for Letty to build a multi-use puppet theater. (5) The Friends are also completing 501(c)3 paperwork for submission and are being assisted in the process by Terry Knowles. (6) The Friends will meet after Thanksgiving to discuss ways to boost membership and raise money. (7) Preschool attendance has at times exceeded the number of seats available during the craft activity. The option of having children stand during craft time was discussed.
6. **Other:** Patti asked if the town has changed pay steps. Lynn has not heard of anything.

Next Meeting: November 16, 2010 at 7 PM.

Meeting ended at 7:55 PM.

Respectfully submitted by



Christine Putnam Anderson

Tucker Free Library Minutes

October 19, 2010

7:00 PM

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

Absent: Jamie Ramsey, Scott Turner.

1. **September 21, 2010 Minutes:** Patti moved to accept, Jean seconded. All approved (3-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to be Accepted:** No monies to accept.
5. **Director's Report:** **(a) General** – (1) Henniker Youth Athletic Committee request to place uniform return bin at TFL was discussed and turned down, since there are already existing drop-off sites/alternatives. (2) Henniker Food Pantry request to place a food box at TFL was discussed and granted, since the Post Office is no longer a drop-off site and there are no other drop-off locations in town. (3) Lynn purchased the bushes and will seek help to plant from someone needing community service hours. Christine to place announcement at John Stark for students needing community service. **(b) Budget** – (1) Preliminary budget was submitted. (2) New date of Oct. 30th at 8:30 AM for TFL to appear at special selectmen's meeting. Jean and Patti will attend with Lynn. **(c) Technology/ Collection** – (1) Lynn is working with Apollo on a mid-December migration; the billing is all set. Staff is undertaking collection maintenance in preparation for migration. (2) Letty is working on new thematic shelving system in the E-Room. Instead of shelving by author, books will be shelved by subject so kids/adults can more readily find books. (3) Additional nComputers for the J-Room are being ordered. **(d) Programs** – (1) Plans for an Open House were discussed and tentatively scheduled for Sat., Feb. 5th from 10 AM – 12 PM. (2) TFL received a grant to host Rebecca Rule at TFL on Wed., Feb. 9th at 6:30 PM. (3) Winter Holiday Program is being planned. (4) Friends of TFL are financing materials for Letty to build a multi-use puppet theater. (5) The Friends are also completing 501(c)3 paperwork for submission and are being assisted in the process by Terry Knowles. (6) The Friends will meet after Thanksgiving to discuss ways to boost membership and raise money. (7) Preschool attendance has at times exceeded the number of seats available during the craft activity. The option of having children stand during craft time was discussed.
6. **Other:** Patti asked if the town has changed pay steps. Lynn has not heard of anything.

Next Meeting: November 16, 2010 at 7 PM.

Meeting ended at 7:55 PM.

Respectfully submitted by

Christine Putnam Anderson

Tucker Free Library Minutes

September 21, 2010

7:06 PM

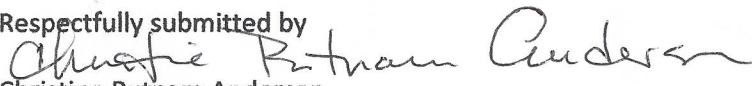
Present: Patti Osgood, Scott Turner, Jean Colby, Jamie Ramsey, Christine Anderson, and Lynn Piotrowicz (library director).

1. **August 4, 2010 Minutes:** Christine moved to accept as amended, Jean seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to be Accepted:** No monies to accept.
5. **Director's Report:** **(a) Building** – (1) On 8/26 - 8/27 Terra Design completed the French drain project, costing \$1350. A donation earmarked for landscaping was used to pay for drainage work done. \$500 remains for planting. (2) On 9/21 Sam Harding did a seasonal check on the HVAC equipment, replaced two ducts, rated boiler efficiency at 80 - 81%. (3) Lynn is working with Mike Skinner of Atlantic Energy Solutions to retrofit old lamp posts with solar lamp fixtures. Posts need to be sanded/painted. (4) Jordan Institute Energy Audit – The 8/17 Selectmen's meeting notes indicate the federal government requires more information before the audit proceeds. **(b) Budget** – Preliminary budget due to Peter by 10/08; TFL scheduled to present budget to Selectmen on 11/13 at 9:30 AM. Other important budget/town dates were reviewed. **(c) Technology** – (1) Discussed the purchase of computers and equipment for the J Room for kids' use only or use by an adult accompanying a child. (2) ILS Final Evaluation of Apollo Package: Apollo's Clark Charbonnet met with staff to show improvements and discuss migration. After much research and testing, Lynn shared her findings about the Apollo package and reiterated the need for new library catalog software. The purchase of the Apollo service and a possible timeframe for migration were discussed. **Motion:** Patti made a motion to take \$3,894 from the Library Catalog Expendable Trust to purchase the Apollo ILS package, Scott seconded. All approved (5-0). **(d) Programs:** Morning preschool program is overwhelmingly successful. Afternoon program is lacking in attendance – considering moving it to Thursday morning; Thursday After-School program is going gangbusters. **(e) Staffing:** (1) Lori to attend READS meeting on 10/22. (2) Lynn and Letty attended CLIF conference on 9/17 and found it informative.
6. **Investment Planning:** Scott presented a brief history of the Willis Cogswell Trust, describing the irrevocable nature of the trust as well as the terms and conditions of the unitrust in which the trust funds are now held at TD Bank.
7. **2011 Budget Planning:** See under Director's Report: (b) Budget.
8. **Building Project Planning:** Lynn received quotes for a new door to the NH Room to replace pocket door. Discussion of cost feasibility and possible plans for a change in use/refurbishment of the NH room in an effort to meet the demands for patron work space and computer use.
9. **Update on ILS Decision Making Process:** See under Director's Report: (c) Technology (2).
10. **Other:** (a) A non-resident who had substituted at HCS (?) came into TFL wanting a free library card. The intent of the policy to extend free library card privileges to NEC and HCS nonresident teachers/staff and the extension of such privileges to only those in the full employment of NEC or HCS was discussed. (b) Patti was called for an alarm at night when Lynn was out of town. The security company never called Patti back with an "all clear" to let her know the system was back on. Lynn made changes to the call list and will ask the security company to give an "all clear" in the future.

Next Meeting: October 19, 2010 at 7 PM.

Meeting ended at 8:30 PM.

Respectfully submitted by


Christine Putnam Anderson

Tucker Free Library Minutes

June 8, 2010

7:10 PM

Present: Patti Osgood, Christine Anderson, Scott Turner, Lynn Piotrowicz (Library Director), Jean Colby arrived at 7:20 PM; Absent: Jamie Ramsey.

1. Minutes of May 18, 2010: Patti moved to accept as amended, Christine seconded; approved (3-0).
2. Public Forum: No members of the public were present.
3. Monies to be Accepted: None.
4. Director's Report: (A) BUILDING – Panic Alert System – Installed, HPD notified, procedure written. Water Leak after rainstorm – Lynn removed water. Lynn will call Mark Moser to look at building and water drainage issues. Landscaping Project – On hold until drainage problem corrected. Energy Audit – Lynn has not heard when this will occur. (B) STATEWIDE DATABASE & COMPUTER ISSUES: A deal was negotiated with school districts and State Library to provide EBSCO databases to schools. "Hot buttons" were added to webpage to access these databases by clicking on the icons. Computers in J Room – Lynn is researching options of adding Ncomputers and space/cost issues to meet the growing demand for computer use by young patrons. (C) SUMMER PROGRAMS: Adults – (1) 6/15 – Joan O'Connor, worm/soil program, (2) 7/14 – The Appeal of Stieg Larsson, book discussion group, (3) 8/3 – NH Humanities speaker, Michael Tougias.
Kids – (1) 6/18 – 7/23 Reading Program, (2) Programs include NH Marine Docents and KBA performance on 7/13, (3) Lady Bug Book Project and Great Stone Face Project are being promoted, (4) TD Bank will offer reading incentive program again, (5) Fisher Cats reading incentive program – read 5 books, earn 2 free tickets. Forms available at tuckerfreelibrary.org. 6/25 – Fungo to promote program. (D) STAFFING: (1) Amelia Perron will start on 6/15. (2) Lynne Lawrence will work intermittently throughout May/June. (3) Lynn looking to replace Children/Youth position permanently for August/September.
5. Treasurer's Report: Presented by Jean. OA
6. Investment Planning: After discussing TFL's short- and long-term financial goals and the services highlighted by Charter Trust and NH Public Deposit Investment Pool in their respective presentations, it was decided that Lynn would contact Doug Tengdin of Charter Trust to ask about the next step in investing with them and to discuss the need for help with an investment policy.
7. Other Business: The PSNH presentation was discussed. Scott asked about a conference for new trustees. He called Terry Knowles but hadn't heard back. Current rates of local pre-buy oil plans and whether to pre-buy oil for upcoming winter was discussed.

Next meeting: Wednesday, August 4, 2010.

Meeting ended at 8:14 PM.

Respectfully submitted,

Christine Anderson

Tucker Free Library Minutes
May 18, 2010
7:06 PM

1. Call to Order/Attendance

Present: Lynn Piotrowicz, Patti Osgood, Jean Colby, Jamie Ramsey, Christine Anderson & Scott Turner [Jo Ann Klatskin (7:10-7:42), Bette Knapp and Doug Tengdin (7:46-9:00)]

2. Appointments with Investment Companies:

- Jo Ann Klatskin from NH Public Deposit Investment Pool explained history of organization, investment services they could provide and provided materials for review. Question and answer period ensued.
- Bette Knapp & Doug Tengdin from Charter Trust presented various materials for consideration and informed trustees of their investment history/services and financial philosophies. Question and answer period ensued.

3. Minutes of April 13, 2010: Jean moved to accept previous minutes, Scott seconded. All approved (5-0).

4. Public Forum: No members of the public were present.

5. Treasurer's Report: Presented by Jean.

6. Monies to Be Accepted: Jamie moved to accept monies, Jean seconded. All approved (5-0). (See attached)

7. Directors Report: (a) Various building issues were discussed which included upcoming heating season and landscaping (b) Information was provided on upcoming summer programs for adults and children which will occur during the months from May to August. (c) Ongoing staffing situation was discussed.

8. Investment Planning: A discussion was had about potential strategies, timetable for decision and other general thoughts on current financial planning.

9. Summer Planning: Due to historically low turnout during the Independence Day holiday, it was decided to close the library on Saturday, July 3rd.

10. Other: Patti suggested considering a public awareness campaign to educate students and parents of the researching capabilities available at Tucker Free Library in response to the funding cut at Henniker Community School.

Meeting concluded at 9:20 PM

Next meeting: Tuesday, June 8th , 2010 at 7 PM.

Respectfully submitted,

Jamie Ramsey

Tucker Free Library Minutes

August 4, 2010

7:04 PM

Call to Order/Attendance

Present: Lynn Piotrowicz, Patti Osgood, Scott Turner, Jean Colby, Jamie Ramsey & Christine Anderson

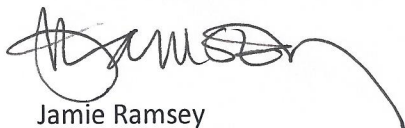
1. **Minutes from June 8, 2010:** Patti moved to accept previous minutes as amended, Scott seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to Be Accepted:** Christine moved to accept monies, Scott seconded. All approved (5-0). (See attached)
5. **Director's Report:** (a) Update on Panic Alarm System (b) Discussion about switching from TDS to Comcast VOIP in effort to cut costs (c) Water/Landscaping issues were addressed. After receiving the opinion of Mark Moser, the board concluded that Lynn should investigate companies who could remedy the situation. (d) Lynn presented to the board a formal quotation/layouts from Cori McGrath of Tucker Library Interiors of Manchester, NH. A lengthy conversation ensued and the board agreed to consider the information and make a final decision at a later date. (e) Lynn mentioned working on the upcoming budget for 2011. Also, she has not been informed when the Energy Audit would occur. (f) A discussion was had about technology in the building. Due to a considerable increase in usage and consequential events, a computer will be added to the E-Room intended for parents with children. Two additional computers are expected to be added to the J-Room by the end of the year (also intended for children/parents with children). Supplemental information regarding Apollo software was presented for the board's consideration. (g) Summer programs, additional story time, after school programs and an upcoming speaking event were discussed. (h) Staffing issues were addressed.
6. **Investment Planning:** After careful consideration, the board agreed to move forward with Charter Trust . At this time, board members signed paperwork and provided information as necessary to finalize the process.
7. **Non-Public per RSA: 91-A:3, II(a)** (8:25-8:33).

Meeting concluded at 8:40 PM

Next meeting: Tuesday, September 22nd, 2010 at 7 PM.

21 (10)

Respectfully submitted,



Jamie Ramsey

Tucker Free Library Minutes

April 13, 2010

7:00 PM

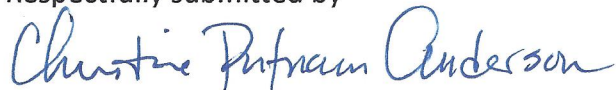
Present: Patti Osgood, Jaime Ramsey, Jean Colby, Christine Anderson, Lynn Piotrowicz(library director); absent: Scott Turner.

1. Vote to go into Nonpublic Session: RSA:91-A:3,II (a) at 7:00 PM with the library director. Patti moved to go into nonpublic session, Jean seconded; Patti, yes; Jean, yes; Jaime, yes; Christine, yes. Personnel issue discussed. At 7:05 PM, Patti moved to come out of nonpublic session, Jean seconded; Patti, yes; Jean, yes; Jaime, yes; Christine, yes.
2. Minutes of March 23, 2010: Patti moved to approve minutes as amended, Christine seconded, all approved (4-0).
3. Public Forum: No members of the public were present.
4. Treasurer's Report: Presented by Jean. Jean will contact Sue Pennock, Trustee of the Trust Funds about trust funds check.
5. Monies to be Accepted: No monies were received.
6. Director's Report: (a) Apollo Software Trial: Lynn described the features and cost of the Apollo product being tested and the hosted service provided in the package. Lynn and staff will evaluate and, if it works well, a possible November/December migration is planned. (b) Rotary Offer: On behalf of the Rotary, Marti Capuco offered its help with a project. (c) Building Update: Only a few windows left to be repaired. Lynn would like to move ahead with panic alert system project. She received a quote of \$1,472. Christine will look into suitable low maintenance landscaping options. No flooding occurred in building in March 31st heavy rains. Lynn has not heard back about when Jordan Institute utilities update/energy audit will occur.
7. Investment Planning: Discussed NH Public Deposit Investment Pool and Charter Trust proposals and received Wells Fargo Advisors proposal. Lynn will call references for NHPDIP, Patti to call references for Charter. Lynn will schedule meetings for May 20th, if possible, with representatives from investment companies.
8. Other: *Building Science 101: A Primer for Librarians* by Lynn M. Piotrowicz and Scott Osgood has been published and is available at the library. Congratulations were extended to Lynn and Scott. No progress has been made on the Soderstrom portrait.

Meeting concluded at 8:20 PM.

Next meeting scheduled for Thursday, May 20, 2010 at 7:00 PM.

Respectfully submitted by



Christine Putnam Anderson

Tucker Free Library Minutes

March 23, 2010

7:05 PM

Call to Order/Attendance

Present: Lynn Piotrowicz (not present from 7:08 to 7:35), Patti Osgood (left at 7:17 PM), Jean Colby, Jamie Ramsey, Christine Anderson & Scott Turner

Meeting started at 7:05pm

1. **Election of Officers:** Patti nominated Jean for Treasurer, Jamie seconded. All approved (5-0). Christine nominated Patti for Chairperson, Scott seconded. All approved (5-0). Patti nominated Christine and Jamie as Co-Secretaries, Jean seconded. All approved (5-0). Patti nominated Scott as Co-Chairperson. Christine seconded. All approved (5-0).
2. **Non-public per RSA: 91-A:3, II (a)**
3. **Public Forum at 7:35 PM:** Peggy Ward was in attendance and stated she was very disappointed that the annual library book sale had ended. Lynn explained it was a collective agreement between the library and the Friends of Tucker Free and the amount of physical work put forth had low return both financially and in attendance. It was concluded that the trustees would consider other ways to raise funds, involve and attract more people while being less labor intensive.
4. **Minutes of March 2, 2010:** Jean moved to accept previous minutes, Scott seconded. All approved (5-0).
5. **Treasurer's Report:** Presented by Jean.
6. **Monies to Be Accepted:** Jamie moved to accept monies, Scott seconded. All approved (5-0). (See attached)
7. **Directors Report:** Informed of building updates which included: water leak and resolutions, community service volunteer and lawn situation in Northeast corner, window repair and NH Room project. Staff training and upcoming meetings were discussed. The Summer Reading Program (Make a Splash, Read!) continues to be planned. The Summer Reading Blog on the TFL website lists all activities and schedules thus far. A possible open house in the fall was also discussed.

Next meeting: Tuesday, April 13, 2010 at 7 PM.

Meeting Concluded at 8:10 PM.
Respectfully submitted,

Jamie Ramsey



5/1
7/1
8