

Tucker Free Library Minutes

February 26, 2013

6:05 PM

Call to Order/Attendance

Present: Patti Osgood (arrived at 6:10), Jamie Ramsey, Scott Turner, Emily O'Rourke, Christine Anderson and Lynn Piotrowicz, Library Director.

1. **Minutes from January 15, 2013:** Jamie moved to accept the previous minutes, Scott seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Monies to Be Accepted:** Christine moved to accept monies received, Emily seconded. All approved (5-0).
4. **Treasurer's Report:** Presented by Emily.
5. **Director's Report:** (a) The new system implemented to notify patrons of an impending/expired card has found to be working well. Lynn renews cards on weekends and/or during evenings once she receives an email from the patron. (b) All components for town report have been submitted. (c) Lynn supplied the Henniker Historical Society with PDF files of the original minutes from the Henniker Library Association and the Tucker Free Library for their records.
6. **Building Project Update:** (a) Lynn presented the board with multiple, updated quotes/options for the building project along with company information and drawings. The board had a lengthy discussion on this topic and was pleased at the time and creativity Lynn had devoted to stay within budget. In regards to the timeline, the actual structural work will begin April 15th.
7. **NHDHR Cover Letter:** (a) The Moose Plate Grant opening has been announced with a deadline of April 26, 2013 at 4:30 PM. The edits to the report requested by NH Division of Historical Resources has been completed. A signed certification was completed for return with the report (signed by Patti). There was some discussion as to what repercussions/benefits there would be to be listed on the NH State Register as the material provided was vague. The board felt, at this time, there were more questions to be answered and would not list the building at the time but wanted to keep the option open.
8. **Continued Budget Discussion/Town Meeting Planning:** (a) Lynn presented a power point presentation regarding the Soderstrom Room and the Moose Plate Grant for Town Meeting on March 16th. It was suggested it should be slightly condensed but the board felt that Lynn would be the most appropriate person to make the presentation being closely entwined with the project and as a department head. (b) The board agreed that they would ask for what is needed to operate the library and what was recommended by the budget committee: \$203,304.00
9. **Other:** (a) At Lynn's request, Shelley Wilson would be investigating the allocation for the library trust funds held by the town and see why the rate of return is noticeably greater for some trusts.

Meeting concluded at 7:21 PM.

Next meeting: Tuesday, April 9th, 2013.

Respectfully submitted,

Jamie Ramsey

Tucker Free Library Minutes

April 9, 2013

7:08 PM

Call to Order/Attendance

Present: Patti Osgood, Jamie Ramsey, Emily O'Rourke, Scott Turner and Lynn Piotrowicz, Library Director.

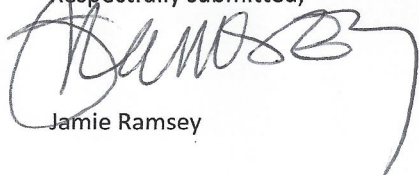
Absent: Christine Anderson

1. **Minutes from February 26, 2013:** Patti moved to accept the previous minutes, Scott seconded. All approved (4-0).
2. **Public Forum:** No members of the public were present.
3. **Election of Officers:** Scott moved to elect Patti Osgood as President of the Board of Trustees, Emily seconded. All approved (4-0). Jamie moved to elect Scott Turner as Vice President of the Board of Trustees, Patti seconded. All approved (4-0). Patti moved to elect Emily O'Rourke as Treasurer of the Board of Trustees; Scott seconded. All approved (4-0). Jamie moved to elect Christine Anderson as Co-Secretary of the Board of Trustees; Scott seconded. All approved (4-0). Patti moved to elect Jamie Ramsey as Co-Secretary of the Board of Trustees; Scott seconded. All approved (4-0).
4. **Monies to Be Accepted:** Scott moved to accept monies received, Emily seconded. All approved (4-0).
5. **Treasurer's Report:** Deferred to next meeting.
6. **Director's Report:** (a) Lynn presented the board with copies of recent correspondence to the library in addition to a copy of the 2013 operating budget. (b) The Moose Plate Grant has been submitted in addition to the NHHD individual inventory and a letter of intent that was signed at the last meeting. (c) Planning has begun for the summer reading program which is "Digging into Books". (d) Three upcoming humanities programs were introduced: June 26th—Secrets of Cellar Holes with Adair Mulligan; October 9th—Treasures from the Isles of Shoals: How New Archaeology is Changing Old History with J. Dennis Robinson and November 6th—Women That Keep Good Orders: Tavern Keeping and Public Approval with Marcia Schmidt Blaine. During discussion of this topic, it was decided to move the programming time up 30 minutes based on recent input from townsfolk who cannot attend them at 6:30 PM based on work schedules and/or commutes. Programs will now commence at 7 PM. (e) The Library Director advised the board of the dates she would be out of the building for library related meetings or scheduled vacation this summer. (d) Lynn updated the board on the progress of the Soderstrom project. The building will officially close from May 20-May 25 (Monday-Saturday) with an open house to officially dedicate the room on June 26th at 6:30 before the Cellar Holes program at 7 PM. Additionally, there was a discussion about the designation of the room and the current Hollis plate above it and how the board wanted to address this. (f) Lynn notified the board that Kristen would like to meet with them at the next meeting.
7. **Non-Public per RSA: 91-A:3, II(a):** Patti moved to go into non-public at 7:45 PM. Scott seconded. All approved (4-0). Patti moved to go into non-public without the Library Director at 7:55 PM. Emily seconded. All approved (4-0). Patti moved to go out of non-public at 8:35 PM. Scott seconded. All approved (4-0).
8. **Non-Public per RSA: 91-A:3, II(a):** Scott moved to go into non-public at 8:37 PM. Emily seconded. All approved (4-0). Jamie moved to go out of non-public at 8:45 PM. Scott seconded. All approved (4-0).

Meeting concluded at 8:49 PM.

Next meeting: Wednesday, May 8th, 2013.

Respectfully submitted,



Jamie Ramsey

Tucker Free Library Minutes

May 8, 2013

7:07 PM

Attendance: Patti Osgood, Emily O'Rourke, Jamie Ramsey, Christine Putnam Anderson, Lynn Piotrowicz, Library Director, Kristin Mason, Children and Youth Services Librarian, and Scott Turner (arrived at 7:17 PM).

2. **Public Forum:** No members of the public were present.
3. **Kristin Mason, Goals and Objectives Presentation:** Kristin gave a PowerPoint presentation entitled "Expansion, Creation, and Innovation at the Tucker Free Library," discussing the development of services and space at TFL for youth patrons (ages 5 to 17) so as to draw this age group into the library and increase youth patronage satisfaction, check-outs of items, and general use of the library. Kristin stated, "Today's youth are tomorrow's library supporters." Kristin also proposed re-designating the J room to the Youth Area, which would house the J collection and the Young Adult collection. The Youth Area would include space to display new books and would also be a safe and relaxed area, with comfortable chairs for teens to socialize and hang out, or use the computers and multi-purpose tables for homework or group projects. Kristin also stressed the importance of the youth collection's quality to attract teens to TFL. Kristin gave the board members a copy of her research. The presentation ended at 7:55 PM.
4. **Monies to be Accepted:** Scott moved to accept monies received, Emily seconded. All approved (5-0). (See attached.)
5. **Treasurer's Report:** Presented by Emily. She will look into the "Supplies" line item of \$3,338.22, which was too high. Lynn has the "Salaries & Benefits" figures. The Soderstrom project figures are on a separate spreadsheet.
6. **Director's Report:** (A) TFL will host three NH Humanities Programs for adults between June and November:
 - June 26th, at 7 PM, Reading NH landscape with a walk back in time: secrets of cellar holes with Adair Mulligan
 - October 9th at 7 PM, Treasures from the Isles of Shoals: How new archaeology is changing old history with J. Dennis Robinson
 - Nov. 6th at 7 PM, Women that keep good orders: tavern keeping and public approval with Marcia Schmidt BlaineThe program times have been changed to 7 PM. A new projector and screen have been purchased, funded by the Robert Fitch Fund, to enhance the quality of these programs. (B) There will be a web conference on E books at TFL on ~~Sept. 5th or 6th~~ ^{sponsored by SEFLIN} Sept. 5th or 6th, and the West of the Merrimack Consortium librarians will be coming to TFL. ^{Granite State} ~~Sept. 5th or 6th~~ ^{Granite State} ~~Sept. 5th or 6th~~ ^{Granite State}
7. **Building Update:** The pocket door has been removed, ^{by Tom Baye of shelving by GraniteCor} the retrofit was done, and the glass door was installed by Tom ^{CPA} Baye. The Hollis Room ceiling and walls were painted, and Jon touched up the ceiling in the NH Room. The carpet tiles are ready, and the flooring project will begin on May 20th. Atkinson Flooring wants 50% prior to start of project and 50% upon completion. Six chairs from Endicott Furniture have been delivered. GraniteCor will deliver the furniture on 5/27. The trustees took a tour of the renovation progress.
1. **Minutes of Meeting, April 9, 2013:** Patti moved to accept the minutes as revised, Scott seconded. All approved (5-0).
8. **Other:** Reads to Go program, sponsored by the NH Library Association - It was TFL's turn to purchase a ~~book bag~~ ^{book bag} of 14 books for book group reading program.
9. **Nonpublic Session per RSA91-A-3, II(a):** Jamie moved to go into nonpublic with the library director at 8:53 PM, Emily seconded; Patti, yes; Scott, yes; Emily, yes, Jamie, yes; Christine, yes. A discussion was held. Christine moved to come out of nonpublic at 8:57 PM, Patti seconded; Christine, yes; Patti, yes; Scott, yes; Jamie, yes; Emily, yes.

Next meeting: Tuesday, June 11 at 7 PM.

Meeting concluded at 9:01 PM.

Respectfully submitted,

Christine Putnam Anderson
Christine Putnam Anderson

to serve as a remote group site
for consortium librarians.
The quarterly WOTM meeting will be held at
TFL on Sept. 6th

Tucker Free Library Minutes

May 8, 2013

7:07 PM

Attendance: Patti Osgood, Emily O'Rourke, Jamie Ramsey, Christine Putnam Anderson, Lynn Piotrowicz, Library Director, Kristin Mason, Children and Youth Services Librarian, and Scott Turner (arrived at 7:17 PM).

2. **Public Forum:** No members of the public were present.
3. **Kristin Mason, Goals and Objectives Presentation:** Kristin gave a PowerPoint presentation entitled "Expansion, Creation, and Innovation at the Tucker Free Library," discussing the development of services and space at TFL for youth patrons (ages 5 to 17) so as to draw this age group into the library and increase youth patronage satisfaction, check-outs of items, and general use of the library. Kristin stated, "Today's youth are tomorrow's library supporters." Kristin also proposed re-designating the J room to the Youth Area, which would house the J collection and the Young Adult collection. The Youth Area would include space to display new books and would also be a safe and relaxed area, with comfortable chairs for teens to socialize and hang out, or use the computers and multi-purpose tables for homework or group projects. Kristin also stressed the importance of the youth collection's quality to attract teens to TFL. Kristin gave the board members a copy of her research. The presentation ended at 7:55 PM.
4. **Monies to be Accepted:** Scott moved to accept monies received, Emily seconded. All approved (5-0). (See attached.)
5. **Treasurer's Report:** Presented by Emily. She will look into the "Supplies" line item of \$3,338.22, which was too high. Lynn has the "Salaries & Benefits" figures. The Soderstrom project figures are on a separate spreadsheet.
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7. **Building Update:** The pocket door has been removed, the retrofit was done, and the glass door was installed by Tom Baye. The Hollis Room ceiling and walls were painted, and Jon touched up the ceiling in the NH Room. The carpet tiles are ready, and the flooring project will begin on May 20th. Atkinson Flooring wants 50% prior to start of project and 50% upon completion. Six chairs from Endicott Furniture have been delivered. GraniteCor will deliver the furniture on 5/27. The trustees took a tour of the renovation progress.
1. **Minutes of Meeting, April 9, 2013:** Patti moved to accept the minutes as revised, Scott seconded. All approved (5-0).
8. **Other:** Reads to Go program, sponsored by the NH Library Association - It was TFL's turn to purchase a book bag of 14 books for book group reading program.
9. **Nonpublic Session per RSA91-A-3, II(a):** Jamie moved to go into nonpublic with the library director at 8:53 PM, Emily seconded; Patti, yes; Scott, yes; Emily, yes, Jamie, yes; Christine, yes. A discussion was held. Christine moved to come out of nonpublic at 8:57 PM, Patti seconded; Christine, yes; Patti, yes; Scott, yes; Jamie, yes; Emily, yes.

Next meeting: Tuesday, June 11 at 7 PM.

Meeting concluded at 9:01 PM.

Respectfully submitted,

Christine Putnam Anderson

Tucker Free Library Minutes

June 11, 2013

7:01 PM

Call to Order/Attendance

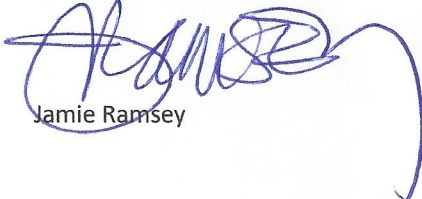
Present: Patti Osgood, Jamie Ramsey, Emily O'Rourke and Lynn Piotrowicz, Library Director. **Absent:** Christine Anderson and Scott Turner

1. **Minutes from May 8, 2013:** Acceptance of previous minutes would be deferred until the next meeting.
2. **Public Forum:** No members of the public were present.
3. **Monies to be Accepted:** No money was available to be accepted at this time.
4. **Treasurer's Report:** Presented by Emily.
5. **Director's Report:** (a) Lynn reminded the board of the presentation following the dedication ceremony on June 26th at 7:00 PM by Adair Mulligan. Additionally, she reminded the board she would be out of the building the following dates: June 6 (8-12), June 14, June 29-July 6 (vacation). She also advised the board Kristen would be providing tours for Henniker Community School. (b) There was some discussion about entering into pre-pay contract with Ayer & Goss for a heating contract for the 2013-2014 season but the board decided to wait until the next meeting if possible. (c) Lynn noted she had been in touch with the Friends of the Tucker Free Library and there was discussion regarding the development of a calendar consisting of special moment contributions from patrons which perhaps could be sold to support the library as a fundraising vehicle.
6. **Revitalization Final Decisions:** (a) The board discussed specifics of the dedication including the finalization and approval of invitations and guest list. Ads would run in local papers (Messenger and The Villager) to ensure tax payers are aware of the event to encourage attendance. Jamie would order a modest arrangement of flowers for the occasion and ensure they are delivered on time. (b) After some discussion, the board decided to officially name the room the: Ann S. Soderstrom Media Center & Reading Area. Emily would research more fonts and submit them for board input. (c) The board discussed the pocket door situation and decided the frame indeed did need to be remedied. Patti suggested getting in touch with Jon Routon as he had been helpful in the past and was also experienced in woodworking. Lynn agreed to follow up with him in the morning.
7. **Building Insurance:** This item was deferred until September's meeting.
8. **Library Development:** This item was deferred until September's meeting.
9. **Other:** The board decided to meet in July to resolve any outstanding issues that should be wrapped up before summer break. A date of July 9th is scheduled. Additionally, the board is scheduled to meet Tuesday, September 10th.

Meeting concluded at 8:42 PM.

Next meeting: Tuesday, July 9th, 2013.

Respectfully submitted,



Jamie Ramsey

Tucker Free Library

July 9, 2013

7:05 PM

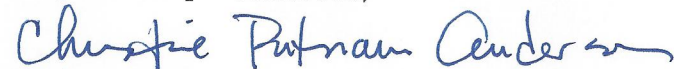
Present: Patti Osgood, Scott Turner, Jamie Ramsey, Christine Anderson, and Lynn Piotrowicz (Library Director), Absent: Emily O'Rourke.

1. **Minutes of Meeting, May 8, 2013:** Patti moved to accept as amended, Scott seconded; all approved (4-0). **Minutes of Meeting, June 11, 2013:** Patti moved to accept as presented, Christine seconded; all approved (4-0).
2. **Public Forum:** No members of the public present.
3. **Monies to be Accepted:** No monies received.
4. **Treasurer's Report:** Was not presented due to Emily's absence.
5. **Director's Report:** (A) HCS tours: Kristin arranged for tours during last two weeks of school. In response a class of HCS students made a thank-you book for TFL. (B) "A Day Off" certificate was given to staff members in recognition for exceptional work done beyond their usual responsibilities during the revitalization project, and none had been used yet. Patti noted that staff had related that they enjoyed the team effort and camaraderie that the project had fostered. Ways to continue this *esprit de coeur* were discussed, and it was suggested that Lynn call a staff meeting and ask for staff ideas and feedback on this. (C) Programming: Cellar Holes program on 6/26, 54 people attended, excellent feedback; next adult program, The Isle of Shoals, will be in October. Children's Wednesday summer reading program is well attended, as is the Thursday Library Science Fair, where kids conduct simple experiments based on a theme.
6. **2013-2014 Heating Oil Pre-Pay:** Local carriers' current prices were discussed. When Ayer & Goss lists its pre-pay price, Lynn will let the BOT know.
7. **Nonpublic per RSA 91-A-3, II(a):** Patti moved to go into nonpublic with the director at 7:30 PM, Christine seconded; Patti (yes), Christine (yes), Jamie (yes), and Scott (yes). A discussion was held regarding staff issues. Patti moved to come out of nonpublic at 7:35 PM, Christine seconded; Patti (yes), Christine (yes), Jamie (yes), and Scott (yes).
8. **Other:** (A) A patron asked Patti about the library being open all day on Saturdays, now that there is the new reading area. The topic of increasing the library's open hours was discussed, including what days and times might be most beneficial to patrons and current traffic patterns. Patti asked to see staff schedules to see if it is feasible. Lynn will look into staffing scenarios. (B) Patti will try to reach Darryl at the NEC gallery about the progress of the revitalization of TFL portraits.
9. **Nonpublic per RSA 91-A-3, II(a):** Director's Performance Evaluation: Patti moved to go into nonpublic without the director at 7:46 PM, Scott seconded; Patti (yes), Christine (yes), Jamie (yes), and Scott (yes). Trustees reviewed and discussed Lynn's prepared performance review. At 8:18 PM, Lynn rejoined the board, and her director's evaluation was given to her for later review. Patti moved to come out of nonpublic at 8:20 PM, Jamie seconded; Patti (yes), Christine (yes), Jamie (yes), and Scott (yes).

Meeting concluded at 8:22 PM.

Next meeting: Tuesday, September 10, 2013.

Respectfully submitted,



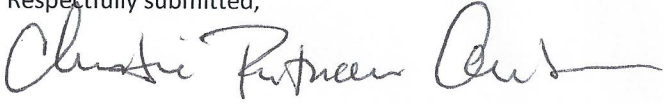
Christine Putnam Anderson

11. **Nonpublic per RSA 91-A-3, II(a):** Director's Performance Evaluation: Christine moved to go into nonpublic with the director at 8:15 PM, Jamie seconded; Patti (yes), Christine (yes), Jamie (yes), Emily (yes), and Scott (yes). Lynn responded to her evaluation. Scott moved to come out of nonpublic at 8:19 PM, Jamie seconded; Patti (yes), Christine (yes), Jamie (yes), Emily (yes), and Scott (yes).

Meeting concluded at 8:29 PM.

Next meeting: Tuesday, October 15, 2013.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Christine Putnam Anderson", written in black ink.

Christine Putnam Anderson

Tucker Free Library

September 10, 2013

7:00 PM

Present: Patti Osgood, Scott Turner, Emily O'Rourke, Jamie Ramsey, Christine Anderson, and Lynn Piotrowicz (Library Director).

Also present: Jean Lewis, Notary Public.

1. **Window Grant:** Patti moved to enter into contracts with the New Hampshire State Council on the Arts and accept the \$10,000 grant awarded to TFL to restore the stained-glass windows, Christine seconded; all approved (5-0). Jean Lewis notarized the Resolution to Enter into Contracts with the New Hampshire State Council on the Arts and the New Hampshire State Council on the Arts Grant Agreement. BOT thanked Jean for her notary services and she left at 7:10 PM.
2. **July 9, 2013 Meeting Minutes:** Patti moved to accept as written, Scott seconded, all approved (5-0).
3. **Public Forum:** No members of the public present.
4. **Monies to be Accepted:** Henniker Rotary Club for Walter K. Robinson fund-\$450; Emily Funston of Fredericktown, OH-\$100; Patti moved to accept, Christine seconded, all approved (5-0).
5. **Treasurer's Report:** Presented by Emily.
6. **Director's Report:** **(A) Outreach/Programming Notes:** 9/5 Rotary Breakfast; 9/5 WOTM Meeting; 9/12 Lynn going to Library Legislation Day in Washington, D.C.; 9/19 White Birch Senior visit, 11 AM; Henniker Chamber of Commerce (HCC) at TFL – no date/time yet, but after business hours; 9/25 Mt. Everest program, 7 PM; 10/9 Isles of Shoals program, 7 PM. **(B) Youth Services Dept. (YSD):** Lynn is waiting for YSD furniture quote from GraniteCor. Erin will fill in while Kristin is on maternity leave. Beforehand Erin will receive training in the YSD without impact to the budget. During Kristin's maternity leave, there will be a three-week overlap when both Kristin and Erin will be paid for 28 hrs. **(C) Town Report:** Lynn has already begun working on project highlights and successes. **(D) Stained Glass:** In October Tom will work on the stained glass. BOT will need to decide if Lynn is to pursue a second grant next year or the year after, based on the cost to finish the stained-glass project. **(E) Personnel:** Staff has been meeting and engaged in projects. Lynn is keeping an eye on personnel costs, which are up due to the revitalization project, staff meetings, and other special events. **(F) Final Details of Soderstrom Project:** Lynn asked about advertising surplus of old furniture and equipment on NHAIS; otherwise it will be discarded. The board okayed. She will provide a complete inventory for BOT to consider. Lynn requested authorization to withdraw \$1,412.20 from the Building Expenditure Fund to cover the cost of painting the Hollis Room ceiling and bring the project in on budget. BOT decided against the request. Also, BOT decided against using the Building Expenditure Fund to cover the costs of painting the front room tin ceiling (\$2,500) and stack room ceiling and walls (\$3,000), and wanted to save the Building Expenditure Fund for its designated purpose, building emergencies.
7. **Building Insurance Concerns:** Last appraisal was 2007. Building is probably underinsured, at least due to renovation and new furniture. Also, there is the issue of the omission of the area of the attic in the appraisal calculations of the square footage of the building. Lynn will ask Tom Yennerell about a re-appraisal timeline.
8. **<http://tuckerfreelibrary.org/librarydevelopment.html>:** The board agreed the donation information given should be general, that gifts may be made to the TFL general fund.
9. **Preliminary Budget and Hours:** **(A) Preliminary Budget:** Lynn presented lists of building projects, programs/publications, and supplies. Items on each list were discussed, and it was agreed that the top two building projects to undertake are a public bathroom on the main floor and repair of the emergency side door. Lynn is developing a brochure for HCC welcome basket and new patrons. She is working on a guide of artwork in the building, and she is also working on a history of TFL for publication. The need for a portable program sign out front was discussed. Needed equipment in the youth area includes furnishings, a wireless printer, monitors, keyboards and mouse supplies. **(B) Hours:** Lynn presented a plan of new library hours to better accommodate community members' work schedules, 75% of whom work out of town. It was agreed that TFL's current hours do not adequately serve the needs of these patrons. Lynn will continue to work on the plan and its impact on the budget. Patti suggested seeking town input and willingness to fund new hours of operation.
1. **Other:** Patti has received negative feedback from a few people who feel that the library has sacrificed books for computer space due to the revitalization project. Lynn has been looking at the book display space problem and will continue to seek solutions. Lynn referenced statistics that show current check-out numbers for nonfiction books are up significantly.

Tucker Free Library
September 28, 2013
8:35 AM

Present: Patti Osgood, Jamie Ramsey, Emily O'Rourke, Christine Anderson, and Lynn Piotrowicz (Library Director).

Also Present: Thea O'Rourke.

Chairperson Patti Osgood was presented with the New Hampshire Library Trustees Association 2013 Lillian Edelman Trustee of the Year award.

Meeting concluded at 8:55 AM.
Next meeting: Tuesday October 15, 2013.

Respectfully submitted by

Christine Putnam Anderson

Tucker Free Library Minutes

October 15, 2013

7:05 PM

Call to Order/Attendance

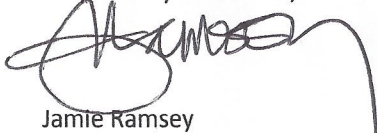
Present: Patti Osgood, Scott Turner, Christine Anderson, Jamie Ramsey, Emily O'Rourke and Lynn Piotrowicz, Library Director. **Also present:** John Capuco, guest.

1. **Minutes from September 10, 2013:** Jamie moved to accept the previous minutes as written, Patti seconded. All approved (5-0).
2. **Public Forum:** Lynn introduced John Capuco to the board who observed the meeting.
3. **Monies to be Accepted:** Patti moved to accept monies, Scott seconded. All approved (5-0). *See attached.* JP
4. **Treasurer's Report:** Presented by Emily.
5. **Director's Report:** (a) To date, Lynn had not received a check for the grant that would restore the stained glass windows, but Tom Gloudeman is available at the end of October and has tentatively booked the TFL for this timeframe pending the arrival of the funds. (b) Lynn updated the board on programming event attendance, community outreach programs and a conference she will be attending. (c) A discussion was had regarding the furniture in the Youth Services Department. GraniteCor Woodshop provided a quote for \$5,775. that includes: four (4) craft tables, two (2) computer tables, one (1) homework table, 16 student chairs (e-room) and eight (8) student chairs (j-room). The Board agreed that they would ask to use \$6,000. from the Ann Soderstrom fund to complete the overall revitalization vision for the library. (d) The board asked for a staff member's leave of absence in writing when it commences. Until that time, the staff has made adjustments to prepare for this transition without impacting operations or budget. (e) In a follow up on building insurance, Lynn advised that Davis and Towle will be getting a company out to reappraise the library soon.
6. **Preliminary Budget and Hours:** (a) The board had a lengthy discussion regarding the hours of operation. With the new addition of the media center, there has been an increase in overall usage and requests for additional operating hours from patrons. With 76% of Henniker's population commuting to work outside of Henniker, the library is open for 37 hours, only six of which are available for this demographic. The proposal would change the hours of operation to ~~52 weeks~~ JP. The board wanted to further process the information and have any additional questions for November's meeting so that any changes made could be implemented on January 1, 2014. (b) Lynn advised that Saturday, November 9th was the date of the combined budget meeting. After careful deliberation, the board decided that it was essential to include: painting in accordance with regulations, the repair of the emergency exit and the replacement of the DVR and software (for security system) for a combined total of \$210, 593.

Meeting concluded at 8:24 PM.

Next meeting: Wednesday , November 13th , 2013.

Respectfully submitted,



Jamie Ramsey

Tucker Free Library
October 25, 2013
5:08 PM

Present: Patti Osgood, Scott Turner, Emily O'Rourke, Christine Anderson, and Lynn Piotrowicz (Library Director).

Absent: Jamie Ramsey.

2014 Budget Planning: Clarifications of the proposed 2014 budget were discussed, and line items were finalized.

Other: Lynn announced that Tuesday, December 10th at 7 PM at TFL will be the date and venue of the award ceremony honoring Patti Osgood as the recipient of the New Hampshire Library Trustees Association Lillian Edelman Trustee of the Year.

The meeting concluded at 5:30 PM.

Respectfully submitted,



Christine Putnam Anderson

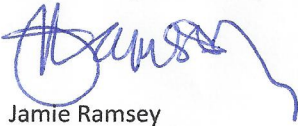
11. **Other:**

It was announced that Christine and Scott, up for election in 2014, will not be seeking re-election. The reception for Patti in recognition of Trustee of the Year will be at the library on December 10th at 7 PM. The Henniker Chamber of Commerce – BSN after hours will be held at the library on January 15th, 2014 at 6 PM. It was agreed that the doll house made by the students of Miss Lena Merrick in the 1913-1914 school year will be moved upstairs for display in honor of its 100th anniversary.

Meeting concluded at 9:21 PM.

Next meeting: Tuesday, December 17th, 2013.

Respectfully submitted,



Jamie Ramsey

Tucker Free Library Minutes

November 13, 2013

7:02 PM

Call to Order/Attendance

Present: Patti Osgood, Christine Anderson, Jamie Ramsey, Emily O'Rourke and Lynn Piotrowicz, Library Director.

Absent: Scott Turner **Also present:** John Capuco, guest.

1. **Minutes to be Approved:** Minutes from September 28, 2013 would be deferred until the next meeting. Patti moved to accept the minutes from October 15, 2013 as amended, Jamie seconded. All approved (4-0). Patti moved to accept the minutes from October 25, 2013, Christine seconded. All approved (4-0). All approved.
2. **Public Forum:** The board welcomed John Capuco to the meeting.
3. **Monies to be Accepted:** See attached. Patti moved to accept monies, Jamie seconded. All approved (4-0).
4. **Treasurer's Report:** Presented by Emily.
5. **Moose Plate Preservation Grant:** Lynn explained the requirements of being a recipient of the grant to the trustees. Although funding has been approved by the Attorney General and Executive Council, the check has not been received but is expected shortly. Tom Gloudemans has begun work, removing windows in most need of repair first and the Union Leader has visited the library taking photographs of the process.
6. **Budget Discussion 2014:** Lynn, Patti, Scott and Jamie attended the budget hearing on November 9 and reported findings.
7. **Director's Report:** (a) Lynn updated the board on programming which is now complete until next year. The TED talk was well received and she will consider making this a regular monthly event in January 2014. The Historical Society suggested the library consider that both organizations perhaps communicate in advance so that guest speakers are not booked at the same time and/or have repeat topics. (b) The board was updated on the Youth Service's Department. (c) Lynn advised the board on building issues. The elevator lift passed inspection on November 6, 2013. Mick Costello was asked to assist with the egress door in the J-Room if approval for the project is received. Andy Gonzalez, IT consultant, believes he may be able to fix the current system in place and resolve outstanding issues. Lynn would continue researching options in the event he cannot as the current company/system replacement proposed may not meet all needs. Also, two aging Comcast routers were replaced that were causing system stability issues.
8. **Policy Review:** The board decided that the following (non-Monday) holidays would be observed: New Years Day, Easter, Independence Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Additionally, to maintain accuracy, beginning January 1, 2014, the Director will include hours in a weekly spreadsheet that will go to Russ Roy. These numbers will also be included in the treasurer's Google doc. For the 2013 holiday season, the library hours will be 10 AM-3 PM on Christmas Eve and New Year's Eve.
9. **Mobilization for Action:** After careful deliberation, the board agreed to change the hours of the library to the following: Tuesday, Wednesday and Thursday: 10 AM-8 PM and Friday, Saturday and Sunday: 12- 5 PM. Mondays will remain closed. This change will be effective January 2, 2014 and will be re-evaluated by the board in November, 2014. The board discussed handing out magnets to patrons and layout. Lynn agreed to send a mock up electronically for final approval and will order 1000 for distribution.
10. **Non- Public Items:**
 - a. Non public per RSA 91-A:3(a)
 - b. Non public per RSA 91-A:3(b)
 - c. Non public per RSA 91-A:3(c)