

*Tucker Free Library Minutes*

January 6, 2015

7:00 PM

**Present:** Patti Osgood, Jamie Ramsey, John Capuco, Deb Kreutzer, Emily O'Rourke and Lynn Piotrowicz – Library Director.

1. **Minutes to be Approved:** Patti moved to accept minutes from the 12-9-14 meeting as amended. John seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Monies to be Accepted:** See attached. Patti moved to accept monies as designated. Jamie seconded. All approved (5-0).
4. **Treasurer's Report:** Presented by John. End of year report is being prepared.
5. **Director's Report:**
  - A. **End of Year Reports:** are being prepared. 2015 accounting records are being created. Lynn has produced graphics reflecting 2014 circulation, patron and program statistics – all showing an excellent year for Tucker Free Library.
  - B. **Upcoming meeting dates:** Town Meeting, Budget hearings, Azalea Park meeting (John and Deb will attend and follow-up as appropriate), other.
  - C. **Building:** all systems have been inspected, certified and are in compliance. Monthly training on security systems, emergency response and use of lifts have been initiated for staff.
  - D. **Programs:** First article for *The Villager* was published Dec. 11, 2014. Lynn is preparing the next article on TFL Programs. Survey is underway re: Attraction Passes – public preferences. Survey will continue through February vacation time.
  - E. **Budget:** No changes voted by Board of Selectmen as of 12/7/2014.
6. **Other:** Lynn's personnel review will be conducted at next meeting. Charter Trust annual presentation of investment performance will be scheduled. After Town Meeting, TFL Board will address policies/policy manual.
7. **Next Meeting:** February 10, 7:00 p.m.

**Adjourned:** 7:49 p.m.

Respectfully submitted  
Deb Kreutzer

6. **Azalea Park Update:** Jon, Jaime, Lynn and Emily informed the rest of the board about the Azalea Park presentation/workshop that took place on February 7.
7. **Moose Plate Grant/Application:** Lynn is prepared to apply for another Moose Plate grant to restore the stained glass windows. There will be a \$4800 article on the warrant for approval to proceed with the grant request. We just received funding for the current grant cycle. Lynn has contacted Tom Gludemans to discuss the scope of work and scheduling the next phase of the restoration project.
8. **State Historic Places Registry Eligibility:** The library received notification that we have officially been placed on the State Historic Places Registry.
9. **Request from Historical Society:** The Historical Society asked the trustees to consider allowing them to use 100 sets of the wooden nickels they have on permanent loan from the library. They would like to construct a checker board for fundraising. Patti said she wasn't sure we legally were allowed to give the nickels away. Lynn will check with Terry Knowles.
10. **Other: Attraction pass survey** -- results to date show the following ranking of preferred sites: 1) Montshire Museum; 2) Polar Caves; 3) Currier Museum; 4) See Science Center; 4) Boston Science Museum. Lynn will keep the surveys available through February vacation.
11. **Non-Public without the director:** Went into non-public at 8:09 pm. Minutes sealed.

Meeting adjourned at 8:37 pm

Respectfully submitted,

Emily O'Rourke

## MINUTES

Tucker Free Library  
February 10, 2015

**Present:** John Capuco, Emily O'Rourke, Patti Osgood, Lynn Piotrowicz (library director), Jamie Ramsey

**Absent:** Deb Kreutzer

Meeting called to order: 7:05 pm

1. **Minutes:** The minutes from the December 9, 2014 meeting were approved as written. Patti moved; Emily seconded.
2. **Public Forum:** None
3. **Monies to be Accepted:** Lynn presented donations for acceptance (please see attached). Jamie moved to accept; Patti seconded. All in favor.
4. **Treasurer's Report:** John Capuco reported that spending is on target.
5. **Director's Report:**
  - A. *Charter Trust:* Lynn will schedule the annual review for the March or April meeting.
  - B. *Planning for Next 10 Years:* Lynn asked the trustees to refer to the article on designing 21<sup>st</sup> Century Libraries.
  - C. *Town Report, Library Statistics & 2014 Treasurer's Report:* The town report has been submitted.
  - D. *Policy Manual:* Lynn put together a working policy manual for the trustees. She suggested that we have a general review at an upcoming meeting and set a goal for subsequent policy work.
  - E. *Budget:* The trustees discussed an alternative, reduced version of the library budget request to the town. This modified budget was drafted in consideration of the increased tax burden residents potentially may face, due to the destruction of maintenance equipment in the fire. It would be an extremely tight budget. The group decided to wait until there is more information about the cost of financing of new equipment. We will meet the Saturday of town meeting to decide which budget to present.



*Tucker Free Library Minutes*

March 12, 2015

7:00 PM

**Present:** Patti Osgood, Jamie Ramsey, John Capuco, Deb Kreutzer, Emily O'Rourke and Lynn Piotrowicz – Library Director.

1. **Minutes to be Approved:** Jamie moved to accept minutes from the 2-10-15 meeting. John seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Final Budget Discussion:** In preparation for Town Meeting on Saturday, March 14, Lynn and Patti went over the most recent and accurate figures available for benefits, retirement and other items. The board reviewed and agreed to a final budget request of \$211, 568.
4. **Other:** Workshop and course offerings for the coming months from the NH Library Trustees Association were brought to the attention of the Board. Interest and availability will be discussed at later meetings.
5. **Next Meeting:** April 14, 7:00 p.m.

**Adjourned:** 7:30 p.m.

Respectfully submitted  
Deb Kreutzer

- C. *Stained Glass Window Project*: The big window above the front door has been removed for about six weeks of restoration. The 2015-16 grant has been submitted and Lynn believes we will obtain funds to complete the project next year.
- D. *Programming Update*: The final Sunday afternoon program, focusing on gardening, will be held May 4. Thirty-five people attended the March program, but turnout was poor last week, most likely because it was the first beautiful spring day.

**8. Policy Review Discussion:** The board decided that it will review the "Leave" policies at the next meeting.

**9. Non-Public without the director per RSA 91-A:3, IIa:** Went into non-public at 7:56 pm. Minutes sealed.

Came out of non-public at 8:35 pm.

Meeting adjourned at 8:37 pm

Respectfully submitted,

Emily O'Rourke



## MINUTES

Tucker Free Library

April 14, 2015

**Present:** John Capuco, Deb Kreutzer, Emily O'Rourke, Patti Osgood, Lynn Piotrowicz (library director), Jamie Ramsey

Meeting called to order: 7:07 pm

### 1. Election of Offices:

President: Jamie nominated Patti. Emily seconded. All in favor.

Vice-President: Patti nominated Jamie. John seconded. All in favor.

Treasurer: Patti nominated John. Deb seconded. All in favor.

Co-Secretaries: John nominated Deb and Emily. Jamie seconded. All in favor.

### 2. Sign new Corporate Resolution for Charter Trust: As acting treasurer, Emily signed the resolution approving the use of Charter Trust's services. *secretary dk*

### 3. Minutes: The minutes from the March 12, 2015 meeting were approved as amended. Patti moved; Jamie seconded.

### 4. Public Forum: None

### 5. Monies to be Accepted: Lynn presented donations for acceptance (please see attached). Jamie moved to accept; Patti seconded. All in favor.

### 6. Treasurer's Report: John reported that spending is on target.

### 7. Director's Report:

- A. *Attraction Passes:* The Friends of the Library have purchased passes to the Boston Aquarium, See Science Center and Montshire Museum. The Gradys purchased a Currier Museum pass in honor of their grandchildren.

Patrons can call the library to reserve the passes. Reservations will be tracked internally on a Google Docs spreadsheet. The board briefly discussed software that allows patrons to reserve tickets online but decided that it isn't worth spending \$240 annually for just the 4 passes. We will see how it goes this year.

- B. *Staffing Update:* A staff member is leaving for a full-time job at the State Library. Her position will be filled by increasing the hours of three employees, who wished for more work. Lynn is still advertising for a substitute librarian to be on-call.

Tucker Free Library Minutes

May 11, 2015

7:00 PM

Amended  
6/16/15  
DK

**Present:** Patti Osgood, Jamie Ramsey, John Capuco, Deb Kreutzer and Lynn Piotrowicz – Library Director.

**Absent:** Emily O'Rourke

Prior to the official meeting, Doug Tengdin, Charter Trust Representative, presented a review of the TFL portfolio of investments. Overall, TFL investments during the past year have done very well. A report of the year's performance is available.

7:30 p.m.

1. **Minutes to be approved:** Jamie moved to accept the minutes from April 14, 2015 as amended. John seconded. All approved (4-0).
2. **Public Forum:** No members of the public were present.
3. **Monies to be accepted:** See attached. Patti moved to accept monies as designated. Jamie seconded. All approved (4-0).
4. **Treasurer's Report:** Presented by John. Expenditures are on track for the year.
5. **Director's Report:**
  - A. **Attraction Passes:** Response to having passes is positive. All passes were "out" during week #1 (vacation week). Staff is getting up to speed on reserving and checking out passes, which is currently being done by phone or in person. Lynn has sent a press release to "The Villager" and "The Messenger" about the availability of passes. Friends of the TFL are exploring fund-raising opportunities to support the "Passes Program."
  - B. **Building update:** 1) The ceiling in the New Hampshire Room has been scraped and painted and was completed within the overall painting budget. 2) The Board agreed to put a Historic Designation Marker plate on the building. Lynn will research installation options.
  - C. **Stained Glass Project:** The stained glass project will be finished by the end of May – within the \$8,000 Moose Plate Grant budget.
  - D. **Programming:** 1) Summer kick-off/pizza party at TFL will be held on the last day of school (Friday June 19). John Stark RHS has asked if TFL might consider a coordinated reading program for high school students. While it is too late to plan a joint program for this year, TFL can offer some input/specific sessions for the current John Stark program and is willing to discuss future coordinated programming. 2) Participation in Oct. 3, 2015 "Music on Main Street" event will be decided at a later meeting.
6. **4<sup>th</sup> of July hours:** TFL will be closed on Saturday July 4<sup>th</sup> and Sunday July 5<sup>th</sup>.
7. **Wooden Nickels:** As approved by DOJ, Wooden Nickels will be given to the Henniker Historical Society for use in fund-raising.
8. **First Reading/Review of Employee Leave Policies:** The following policies were read, discussed and amended by the Board: Personal Leave, Emergency Closure, Military Leave, Bereavement Leave, Jury Duty. Second reading and approval will be at the next meeting.
9. **Other:** Lynn will be taking vacation days in June (TBD); July 16-24; September 16-18.

Next Meeting June 16, 7:00 p.m.

Meeting adjourned 8:59 p.m.

Respectfully submitted,  
Deb Kreutzer



Tucker Free Library Minutes

June 16, 2015

7:00 PM

**Present:** Patti Osgood, Jamie Ramsey, John Capuco, Deb Kreutzer and Lynn Piotrowicz – Library Director. Emily O'Rourke arrived for the second half of the meeting.

1. **Minutes to be approved:** Patti moved to accept the minutes from May 12, 2015 as amended. John seconded. All present approved (4-0).
2. **Public Forum:** No members of the public were present.
3. **Monies to be accepted:** See attached. Patti moved to accept monies as designated. Jamie seconded. All present approved (4-0).
4. **Treasurer's Report:** Presented by John. Expenditures are on track for the year. A letter is being sent to the Town requesting half of annual operating budget. *appropriation for operational expenses - dk*
5. **Director's Report:**
  - A. **Henniker Rotary Literacy Outreach Program:** Henniker Rotary has generously offered to buy one children's book in honor of each of their (approximately) monthly speakers. The Rotary proposal is appreciated by the Board. John will follow-up with Rotary by presenting the Board's suggestions to facilitate the process, while appropriately honoring the speakers.
  - B. **Three School Tours:** TFL hosted three first grade class tours from the Henniker Community School in the past week.
  - C. **General update/Summer info/planning for Fall:** The Summer Program Kick-off Party will be held this coming Friday, June 19. Invitations have gone out to HCS. Lynn has been checking with UNH Speakers Bureau and with local sources to identify potential speakers for the Sunday programs in Fall.
  - D. **New Server:** The TFL file server for patrons has been replaced and is fully functional.
6. **Second Reading/Approval of Employee Leave Policies:** The following policies were read and approved by the Board (Patti moved approval; John seconded): Emergency Closure, Military Leave, Bereavement Leave, Jury Duty. The policy on Personal Leave was reviewed and amended: second reading and approval will be at the next meeting.

Next Meeting - September 15, 7:00 p.m.

Meeting adjourned 7:55 p.m.

Respectfully submitted,  
Deb Kreutzer



- B. **Library Cards:** The plastic library card supply is almost depleted. Given the significant expense of printing plastic cards, the group decided to order card-stock versions instead.
- C. **NEC Students:** Danforth Library staff members are no longer willing to track down TFL materials that students have not returned. Because TFL has experienced issues getting books back, Lynn and the Danforth Library director reached a compromise: NEC student cards will expire 56 days prior to the end of the semester. This will give TFL the opportunity to complete the notification process prior to the end of the semester. If students need materials after the expiration date, they can request them through NEC and inter-library loan.
- D. **Continuing Education:** Lynn will be presenting on TFL's "Dewey Decimal Lite" system at the CLif Conference on 9/18. She also has registered for a full day webinar called "The Digital Shift: Libraries Connection Communities". Staff have been attending numerous short webinars on a variety of library management topics.
- E. **Building:** Lynn informed the Trustees that the ceiling paint is peeling in the NH Room; Jon Routon will address the issue later in the fall. Lynn also had representatives from GraniteCor in to replace the tops of the tables in the children's area, which had cracked. GraniteCor will be re-finishing the J-room chairs as well. GraniteCor acknowledged that the problems were a result of poor workmanship due to staff turnover.

The Trustees decided to stay with Comcast as the internet service provider and not pre-pay for heating oil this year.

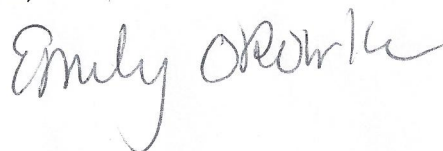
Lynn suggested that two major capital projects on the horizon are the Garaventa and the roof. The Garaventa works but is not optimal. The roof has reached the end of its 30 year warrantee. Patti asked Lynn to get quotes for the roof, *and a discussion of long-range planning for building will be forthcoming.*

- 7. **Other:** Emily said she noticed that many kids come to the library after school and stay for an hour or more until parents pick them up after work. Was this a problem for Erin? Lynn said it was not a problem—the kids are well-behaved. Emily also asked if the printed receipts given to patrons presented a privacy violation. Lynn said they do not, because it is up to the patron to discard them.

Meeting adjourned at 8:11 pm

Respectfully submitted,

Emily O'Rourke



## MINUTES

Tucker Free Library  
September 15, 2015

**Present:** John Capuco, Deb Kreutzer, Emily O'Rourke, Patti Osgood, Lynn Piotrowicz (library director), Jamie Ramsey

Meeting called to order: 7:01 pm

1. **Minutes:** The minutes from the June 16, 2015 meeting were unanimously approved as amended. Patti moved; John seconded.
2. **Public Forum:** None
3. **Monies to be Accepted:** None
4. **Treasurer's Report:** John Capuco reported that spending is on target. The equipment line is \$870 over budget due to unforeseen need for a fileserver.
5. **Second Reading/Approval of Remaining Employee Leave Policies: Personal Leave:**  
After the policy was reviewed, Patti moved to adopt the second reading of the Personal Leave policy section as presented. Jamie seconded. All in favor.
6. **Director's Report:**
  - A. **Programming**
    - a. *Summer Reading Wrap-Up:* Lynn reported that 45 children participated in the Henniker Scavenger Hunt portion of the summer reading program. The kids exceeded their reading goal of 1000 books for the summer. Henniker residents checked out 1874 items from NH Downloadable Books and 3488 standard books, dvd's and audiobooks over the summer. Tues-Thurs were the busiest, but circulation was steady on the weekends at an average of over 600 books each ~~day~~ *week*.
    - b. *Fall Programs:* Story Time starts 9/16 and Sundays at the Library start 9/20. TED talks start 10/15.
    - c. *Attraction Pass Program:* The Trustees reviewed the first year of the pass program. 44 passes were distributed to 40 unique patrons. The group considered whether this patronage was worth the expense and the staff effort involved, or whether the funds should be allocated toward something else. Trustees will take this up at the next meeting.



## MINUTES

Tucker Free Library

October 20, 2015

**Present:** Emily O'Rourke, Patti Osgood, Lynn Piotrowicz (library director), Jamie Ramsey

**Absent:** John Capuco, Deb Kreutzer

Meeting called to order: 7:09 pm

1. **Minutes:** The minutes from the September 16, 2015 meeting were unanimously approved as amended. Patti moved; Jamie seconded.
2. **Public Forum:** None
3. **Monies to be Accepted:** Lynn presented donations. Jamie moved to accept, Patti seconded. Please see attached.
4. **Treasurer's Report:** Lynn reported that spending is on target. Because we did not pre-buy heating oil, we will need to encumber funds for the 2016 budget.
5. **Director's Report:**
  - A. **Programming**

Lynn has lined up speakers for this winter's Sundays at the Library.  
The website soon will be migrated to Wordpress for enhanced design and flexibility. Lynn also is looking to migrate emails to gmail or another email host.
  - B. **Library Cards:** The new cards are in.
  - C. **Holiday Hours:** The library will be closed on November 11 in observance of Veterans Day. For Thanksgiving we will close at 5 pm on Wednesday, 11/25 and re-open on Saturday, 11/28. It was determined the library will be closed for Christmas Eve and Christmas Day. It will be open until 5 on New Years Eve and closed on New Years Day.
  - D. **Building:** Lynn is in the process of obtaining roofing quotes. The roof is now 30 years old and most likely will need to be replaced within five years. The committee discussed how best to budget for and approach the townspeople with this major capital expenditure. Other town facilities recently have replaced roofs or undergone renovations and Lynn said she would look into these expenditures.
  - E. **Budget Discussion:** The committee determined its budget request for 2016.
6. **Other:** Trustees who are available will attend the November 7 budget meeting at 10 am. The next Library Trustee's meeting is scheduled for November 17<sup>th</sup> at 7pm.

Meeting adjourned at 8:20 pm.

Respectfully submitted

Emily O'Rourke

*Tucker Free Library Minutes*

**Extraordinary Meeting**

October 29, 2015

7:30 AM

**Present:** Patti Osgood, Jamie Ramsey, Emily O'Rourke, Deb Kreutzer and Lynn Piotrowicz – Library Director.

1. **Building Maintenance Fund expenditure:** Jamie moved to approve and Patti seconded the expenditure of up to Three Thousand dollars (\$3000) from the Building Maintenance Fund for emergency repair of the flat part of the TFL roof. During the solicitation of quotes for re-roofing the Library, which was last done in 1987, Northpoint discovered and photographed the flat part of the roof, where deterioration has reached a critical point. While the overall re-roofing project can be undertaken in the near future, the flat section poses an imminent risk of leaking. The estimate for urgent repair is \$3000. To date, Northpoint is the only roofer that might be available to make the repair before winter begins. Approval was unanimous.
2. **Budget Presentation:** November 7, 10:30 AM – presentation of 2016 TFL Budget to Henniker Board of Selectmen

Next Meeting - November 17, 7:00 p.m. – Regular Board Meeting;

Meeting adjourned 7:50 AM.

Respectfully submitted,  
Deb Kreutzer



*Tucker Free Library Minutes*

November 17, 2015

7:00 PM

**Present:** Patti Osgood, Jamie Ramsey, John Capuco, Emily O'Rourke, Deb Kreutzer and Lynn Piotrowicz –

1. **Minutes to be approved:** Emily moved to accept the minutes from October 20, 2015. Patti seconded. All present approved (5-0). Patti moved to accept minutes from an Extraordinary Meeting on October, 29, 2015. Jamie seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Monies to be accepted:** See attached. Patti moved to accept monies as designated. Emily seconded. All present approved (5-0).
4. **Treasurer's Report:** Presented by John. Expenditures are on track for the year.
5. **Director's Report:**
  - A. **Programming:** **1)** Winter Sunday at the Library Programs will start in January: 1/10 - John Allen, New Hampshire on Skis; 2/7 – Bob Contrell, Harnessing History: on the trail of NH State Dog: the Chinook; 3/6 – Kevin Gardner, Stone Wall program. **2)** Attraction Passes – 2 passes remain available until the end of March, 2016: See Science Center and Currier Museum. **3)** Migration of website to Wordpress will be completed before the end of March 2016. Migration of email package to another source is also underway.
  - B. **Holiday Hours:** TFL closing 11/25 at 5 p.m. Closed 11/26 and 11/27. Closed 12/24 and 25. Open 12/31 10-5. Closed 1/1.
  - C. **Trustee position up for election:** Emily O'Rourke
  - D. **One TFL employee out on medical leave.** All hours and shifts are covered until the employee can return to work.
6. **Budget discussion:** No significant questions were raised on the operating budget presented to the Board of Selectmen on Nov 7. Selectmen recommended that TFL prepare a Warrant Article for \$25K to put toward roof repair/replacement.
7. **Building:**
  - A. **Garaventa** stairway lift was repaired. Both TFL lifts passed inspection.
  - B. **Roofing quotes:** Four proposals/quotes have been received. It is not clear that they are entirely comparable. The TFL board is seeking informed, professional (volunteer) advice to help review the proposals and additional information needs.

Next Meeting – December 29, 5 p.m. Extraordinary Meeting to encumber remaining monies. January 19<sup>th</sup>, 7:00 p.m., Regular Meeting

Meeting adjourned 8:25 p.m.

Respectfully submitted,  
Deb Kreutzer