

Tucker Free Library Minutes
October 16, 2018
6:00 pm

Present: Patti Osgood, John Capuco, Deb Kreutzer, Anne Crotti, Angelica Ladd, and Lynn Piotrowicz—
Library Director

1. **Building Project Working Session:** After careful review of RFQ proposals and deliberation, the board of trustees agreed to invite three architectural firms for interview for the feasibility study: Christopher P. Williams Architects, LLC, SMP Architecture, and Scully Architects. Lynn will work to schedule the interviews for November 8.
2. **Important upcoming dates:**
November 1—NHLTA Library of the Year Award Celebration, 7 pm at TFL
November 3—Budget Hearing, 8:50 am at Henniker Town Hall
November 8—Tentatively set date for Architect Interviews, 5 pm at TFL
November 13—TFL Board of Trustees Meeting
3. **Minutes of September 11:** Patti moved to accept the September 11 minutes as presented. John seconded. Passed 5-0
4. Public Forum: None
5. **Treasurer's Report and Monies to be accepted:** Treasurer's Report approved. Patti motioned to accept a \$136 donation from the Henniker Rotary for the Walter K. Robinson Classics Collection. John seconded. \$50 from Martha Nemiccolo for the Mary Kjellman Fund. The motion carried 5-0.
6. **Director's Report Items of Note:** a) New Youth Services Director, Laura Puro will relaunch Storytime on October 31. b) Due to the closing of TD Bank, TFL library staff is transferring the banking relationship to Citizens Bank. Discussed the use of online banking for regular recurring bills. Policy will be presented to address. This is also an opportune time to make accounting processes more efficient with a change from QuickBooks to Account Edge Basic. c) **Lynn recently received word that Garaventa will no longer service TFL's Garaventa Stair Lift, GSL.**
7. **"Compensation for affected staff members when covering a long-term staff outage in a critical area":** Deb moved, and John seconded that the board go into closed, non-public session pursuant to RSA: 91-A:3, II(b) for the discussion at 7:10 pm. Passed 5-0. Patti moved, and Deb seconded to end non-public session at 7:22 pm. Deb moved, and John seconded that the closed session minutes be sealed. Passed. 5-0.
8. **Budget Discussion:** TFL budget needs to be at Town Hall by October 25. Trustees combed through the operational budget lines. Increased utilities by \$2,000 to offset the increase in oil prices (\$1.999 2017/2018 to \$2.549 for 2018/2019). Electric contract is set until 12/2019. After a prolonged discussion of personnel expenses, a final number was reached. A brief discussion was held about money for project promotion/outreach, but no money was added to the budget. Development of capital project budget should be discussed at future meetings.
9. **NHLTA Library of the Year Award Celebration:** Angelica and Anne are working on the invitation postcards. Once they write them library staff will attach mailing labels for those individuals identified. Lynn will order a sheet cake for the celebration. We will serve along with sparkling water and cider. Lynn will determine what paper products we will need. Lynn will also see about custom bookmarks.

Next Regular Meeting: November 13, 2018, 6:30 pm
Angelica Ladd