

Tucker Free Library Minutes

May 15, 2018

6:00 PM

Present: Patti Osgood, Jamie Ramsey, John Capuco, Angelica Ladd, Deb Kreutzer and Lynn Piotrowicz – Library Director. Public present: Anne Crotti

1. **6:00 – 7:00: Special Building Project Working Session** – Board discussed solicitation mechanisms (Request for Proposal vs. Request for Qualifications) and agreed that hiring an architect/firm for the first phase of the building project should be via RFQ. Initial content including scope of work and contact information were outlined. Additional content (e.g., to advise whether we will be required to install sprinkler system), submission requirements and timing will be finalized at the next meeting.
2. **Minutes of April 24:** Jamie moved to approve; John seconded. Passed (5-0).
3. **Public Forum:** One member of the public attended the meeting.
4. **Monies to be accepted:** none.
5. **Treasurer's Report:** Presented by John. Spending on track. Patti raised concern about increasing price of oil. We remain in town collective purchase agreement.
6. **Director's Report:** a) JSRHS students called into TFL for information for the Jingle Project. No meeting was held. b) Small Spaces Grant – officially ends June 30. One final webinar will be held. We have met all obligations. A representative from the funding organization visited TFL and was very pleased with our space. c) Jon Routon removed interior doors and put up screens. He will repair the wooden doors. Jon and a friend also did some yard work for the library. d) We confirmed with Henniker Historical Society that we will sell Cat's Meow figures. e) TFL will be closed July 4. f) Board agreed we would like to participate in Henniker 250th festivities. What we will do will be finalized at next meeting. g) Lynn provided her schedule of absences through June. Denise will be in charge when Lynn is away.
7. **NHLTA Recognition Nomination:** Draft is in Google Docs. Will be finalized and signed by all board members at next meeting, then submitted.
8. **Roofing Project:** Scheduled to begin June 25.
9. **Other:** a) Ceiling fans in the Soderstrom Room are raining shards of plastic – likely due to old age deterioration. The two fans will be replaced. b) Lynn/TFL received a Thank You note from Betha Gutsche, the representative of Web Junction, sponsor of the Small Spaces Grant following her visit. c) Leigh Bosse from the Masons' Lodge of Hillsboro and Henniker has offered a donation of two bicycles for the summer reading program. The Board agreed we would request Masons' approval to use the bicycles as a special prize in the Henniker 250th celebration activity. d) Angelica reported on especially interesting workshops she attended during the NHLTA Conference: Fundraising and Marketing. We hope to apply her learning in the coming months.

Next Meeting – Tues. June 19, 2018, 6:30 p.m.

Meeting adjourned 7:30 p.m.

Respectfully submitted,
Deb Kreutzer