

**May 7, 2019 Tucker Free Library Board of Trustees Meeting Minutes**

- ROLL CALL** Lynn Piotrowicz-Library Director, Patti Osgood, Angelica Ladd, Anne Crotti, John Capuco, Deb Kreutzer, Ted Kupper (Building Committee)
- ITEM 1** Minutes of Meeting: April 17, 2019 **ACTION-REVIEW/Accept** Patti moved to accept minutes and Deb seconded. Passed 5-0
- ITEM 2** Public Forum--None
- ITEM 3** Treasurer's Report
- a) Y-T-D Summary & Monthly Expenditure Manifest **ACTION – REVIEW/ACCEPT**  
Deb moved to accept and Patti seconded. Passed 5-0
  - b) Personnel Timesheet Review **ACTION – REVIEW/Deb signed off**
  - c) Monies to Be Accepted--None
- ITEM 4** Director's Report
- a) Friends Update
    - John Rioux met with Friends on May 28-guiding group on the IRS –Easy form
    - The group is making progress on By-Laws and Articles of Agreement
    - They have asked Lynn to look into having a lawyer present at next meeting
    - Lynn is reaching out to a recommended lawyer who has non-profit experience.
  - b) Logo Design Information
    - Lynn has reached out for a more formal proposal for the logo design
  - c) Staffing Update
    - Present staff is covering open shifts left by the children's librarian departure.
    - Lynn has interviewed strong candidates.
    - The library is also looking for a weekend substitute and a page.
  - d) LCHIP GRANT meeting
    - Lynn, John and Deb learned at the meeting that we should apply for a planning grant.
    - After reviewing LCHIP documents, Lynn determined that our planning grant as proposed would not meet the maximum/minimum award amount threshold. After consulting with LCHIP representatives, it was recommended that TFL instead pursue planning grant through another agency.
    - Lynn is looking into the NH Preservation Alliance Grant
    - Lynn is also looking into the Moose Plate Grant
- ITEM 5** Policy - Sick Bank - Staff has discussed this item. Trustees and Director will look at this at a future date.
- ITEM 6** Status Update RFQ for Phase 2 Construction Manager  
Trustees and Director had extensive discussion with Ted Kupper from the Building Committee. Ted offered a sample matrix for comparison of firms as the group reviews the RFQs submitted.
- ITEM 7** Status Update Building Committee Formation –This group is still in formation
- ITEM 8** Capital Campaign Working Session  
Angelica provided materials to the Trustees to begin our work on a Capital Campaign  
Each sample was reviewed  
Some of these will be shared with Friends group at the June 2 meeting  
Trustees given homework to work on for next meeting
- ITEM 9** Other-Patti shared information concerning negative social media directed at the library project
- ITEM 10** Confirm Next Scheduled Meeting Dates
- a) May 28, 7:00pm Review CM packages and select three firms
  - b) June 10, 6:00pm Begin interview CM firms
  - c) June 25, 6:00pm Capital Campaign Working Session

Meeting Adjourned at 7:50pm

Respectfully submitted,

DRAFT