

**ROLL CALL**  
5:30pm

**ACTION - RECORD ATTENDANCE**

MEETING PARTICIPANTS	PRESENT
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes
Lynn Piotrowicz- DIRECTOR	Yes

**ITEM 1**

**APPOINTMENT WITH JOE DEVINE REGARDING TOWN CITIZEN’S ACADEMY**

From Joe: “I wanted to run something by you. In October/November, we are planning on doing a Citizens Academy. The idea is to get citizens involved and learn more about their town government through activities and classes. I was wondering if the library would like to have a night as well. You are an integral part of the town and the government, and it's good for people to see how the library and ran. Let me know your thoughts.”

Lynn’s Response: “I am all for it! I would guess that the trustees would support this as well because that is their major goal for me to accomplish, i.e. educating the public. We have a board meeting on the 8<sup>th</sup> if you would like to stop by at 5:30 to explain or let us know what you need.”

**ITEM 2**

**Public Forum**

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
Sylvia Lennox	

**ITEM 3**

**Minutes of Meeting: July 28, 2021**

**MOVE TO ACCEPT: Deb Kreutzer**

**SECONDED BY: E. Joseph Petrick**

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

**ITEM 4**

**Treasurer’s Report & Financial Deliberations**

1) Y-T-D Summary, Trust Fund Accounting, & Monthly Expenditure Manifest

**MOVE TO ACCEPT: John Capuco**

**SECONDED BY: Frances Tain**

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

2) Monies to Be Accepted/Gift to Be Accepted

Quilted BANNER from Deborah Keiner-Trustees discussed placement of banner behind circulation desk.

**MOVE TO ACCEPT: Frances Tain**

**SECONDED BY: E. Joseph Petrick**

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

**ITEM 5**

**Director’s Report**

- 1) Traffic, programs, and circulation-Lynn reported increase in circulation of patrons and popularity of STEAM Kits. Also, there have been no issues with masking requirements.

**5:45pm** Director’s Report interrupted for Town Administrator-Joe Devine

Joe explained the roll-out of Henniker Citizen Academy.

Although it is still in a formative stage, this would consist of 6 sessions, October through November, with the purpose of educating residents of Henniker on the workings of the town departments. TFL will be included in this rotation. The trustees were supportive of inclusion in this initiative.

**5:56pm-** Re-enter regular meeting

2) GRANTS – UPDATE

- a. Cogswell Benevolent Trust Update-Discussion of possible front of the building seating and landscaping.
  - b. Moose Plate – Submitted application, awaiting notification.
  - c. SHARP – Humanities Project – Submitted-Discussion of tech equipment for library and patron use.
  - d. NEH Office of Challenge Grants – It has been decided that this is not the right time to apply.
- 3) Staff updates – first holiday that falls under new personnel policy. Staff has been notified that they have until October 4, 2021 to use their Labor Day Holiday Time. Lynn reported that all staff have signed up for this day.
  - 4) NHDB Fees for 2022 \$1,922 and decrease from 2021 of \$17.00
  - 5) Post meeting follow-up with BOS. Strategies going forward. Trustees decided that the best method of communication for this is to forward to Kris Blomback and request that he distribute to the Select Board.
  - 6) Messenger PSA and offer from patron to explore option for non-print media
  - 7) Preparing final magazine list-Patron input for the final list.
  - 8) Denise wants to start a special one-time welcome blast that will be sent to new patrons. Our ILS currently sends out a welcome to new patrons but it is just text and pretty lame. Discussion followed on methods of outreach for new patrons and new families to Henniker.
  - 9) Creating an additional newsletter that will target families with small children, this is in lieu of in person programming. It will push them to subscribe to a weekly activity program. Lynn updated on the Tucker’s Tots Newsletter—18 Members to date.
  - 10) Friends Update and Music on Main Street
    - Sylvia Lennox reported on current Friends activity.
    - a. Saturday September 18<sup>th</sup>
    - b. Thanks to the trustees, staff and friends who have volunteered.
    - c. Lynn WILL NOT BE AVAILABLE.
    - d. Additional time slots were entered to fill in at our table.
    - e. The next Friends meeting is scheduled for 9/26/21-8:00am-ZOOM

**ITEM 6**

**Personnel Policy – Employee Merit and COLA Increases –After discussion current employee evaluations were removed from the manual. Director instructed to come up with a simple measurement tool. Policy on Employee Merit and COLA Increases moved to second reading.**

**MOVE TO Accept: Deb Kreutzer**

**SECONDED BY: Frances Tain**

TRUSTEES	VOTE RECORD
John Capuco	<b>Yes</b>
Anne Crotti	<b>Yes</b>
Debra Kreutzer	<b>Yes</b>
E. Joseph Petrick	<b>Yes</b>
Frances Tain	<b>Yes</b>

**ITEM 7**

**Governance Policy - Charter Trust/Bar Harbor Investment Policy –After discussion the following was decided:**

**\* This will be designated as a Board restricted endowment.**

**MOVE TO ACCEPT THIS DESIGNATION: Frances Tain                      SECONDED BY: John Capuco**

TRUSTEES	VOTE RECORD
John Capuco	<b>Yes</b>
Anne Crotti	<b>Yes</b>
Debra Kreutzer	<b>Yes</b>
E. Joseph Petrick	<b>Yes</b>
Frances Tain	<b>Yes</b>

**MOVE TO ACCEPT AS Amended: John Capuco**

**SECONDED BY: Deb Kreutzer**

TRUSTEES	VOTE RECORD
John Capuco	<b>Yes</b>
Anne Crotti	<b>Yes</b>
Debra Kreutzer	<b>Yes</b>
E. Joseph Petrick	<b>Yes</b>
Frances Tain	<b>Yes</b>

**ITEM 8**

**Governance Policy - Library Credit Card Use Policy – Discussion of policy vs. operational procedure.**

**MOVE TO PUT THIS INFORMATION IN AN OPERATION MANUAL: Deb Kreutzer**

**SECONDED BY: E. Joseph Petrick**

TRUSTEES	VOTE RECORD
John Capuco	<b>Yes</b>
Anne Crotti	<b>Yes</b>
Debra Kreutzer	<b>Yes</b>
E. Joseph Petrick	<b>Yes</b>
Frances Tain	<b>Yes</b>

**ITEM 9**

**Memorandum of Understanding – Town of Henniker and Tucker Free Library (Draft) Tabled for future consideration.**

**ITEM 10**

**Trustee Updates, Questions, and/or Discussion  
Building Project will be taken up after Town Meeting in March.  
Deb Kreutzer will draft a letter to NH Senators for support**

**ITEM 11**

- Other**
- 1. Trustees reviewed “How We Make a Budget” pamphlet-created by Lynn.**
  - 2. Materials have been weeded out for Baker & Taylor Credit.**
  - 3. Trustees support for the White Birch Golf Tournament.**

**ITEM 12**

**Schedule Next Meeting: Wednesday October, 13, 2021---5:30pm-Library**

**ADJOURN PUBLIC  
SESSION  
7:39pm**

**MOVE TO ADJOURN MEETING BY: Anne Crotti                      SECONDED BY: Frances Tain**

TRUSTEES	VOTE RECORD
John Capuco	<b>Yes</b>
Anne Crotti	<b>Yes</b>
Debra Kreutzer	<b>Yes</b>
E. Joseph Petrick	<b>Yes</b>
Frances Tain	<b>Yes</b>

**RECORDING SECRETARY: Anne Crotti**