



Tucker Free Library
2018 NHLTA Library of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242
(603) 428-3471
www.tuckerfreelibrary.org

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
Tuesday, April 28, 2020 at 5:30 PM
VIA ZOOM MEETING – DIRECTIONS FOR ACCESS ON PAGES 2 & 3

Join Zoom Meeting using a computer

<https://us02web.zoom.us/j/89195629862?pwd=aXJodUU4Q3NlWnV3Mm9QdThRenYzQT09>

or simply type: <https://zoom.us/>

CLICK ON JOIN A MEETING & ENTER:

Meeting ID: 891 9562 9862

Password: 715400

MEETING PROCESS	A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency
ROLL CALL	Meeting Roll Call
ITEM 1	Administration of the Oath of Office – Debra Kreutzer and John Capuco Election of Officers
ITEM 2	Public Forum
ITEM 3	Minutes of Meeting: March 3, 2020
ITEM 4	Treasurer's Report
ITEM 5	2020 Budget Deliberation
ITEM 6	Epidemic/Pandemic Policy – 2 nd Reading
ITEM 7	Additional Reopening Policies and Procedures
ADJOURN	Adjourn Public Meeting
ITEM 8	Open Non-Public Meeting per RSA 91-A:3 II(a)

POSTED April 28, 2020 at Tucker Free Library, Henniker Town Hall, Henniker Post Office

INSTRUCTIONS FOR ACCESSING MEETING

TUCKER FREE LIBRARY is inviting you to a scheduled Zoom meeting.

Topic: Tucker Free Library Board of Trustees

Time: Apr 28, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89195629862?pwd=aXJodUU4Q3NIWnV3Mm9QdThRenYzQT09>

Meeting ID: 891 9562 9862

Password: 715400

One tap mobile

+13126266799,,89195629862#,,#715400# US (Chicago)

+19292056099,,89195629862#,,#715400# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 891 9562 9862

Password: 715400

Find your local number: <https://us02web.zoom.us/u/kwvcGek7a>



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Town Meetings Go Virtual with Zoom Meeting
Tucker Free Library Board of Trustees
April 28, 2020 at 5:30PM

The Town of Henniker, NH will be hosting board and committee meetings virtually with a platform called Zoom Meeting. **This includes the Board of Trustees of the Tucker Free Library.** This platform allows the public to join via webcam, computer audio, or telephone to view and participate in the meeting.

To use Zoom, you will need a computer with a microphone or headset, a smart phone, or you can use a telephone.

To use a computer:

1. Click: <https://us02web.zoom.us/j/89195629862?pwd=aXJodUU4Q3NIWnV3Mm9QdThRenYzQT09>
2. Follow the prompts to download the program and sign up for a free account.
3. The program will prompt you to connect video and audio from your computer. You don't have to use a camera, but a microphone is required to hear audio and speak to the board.
4. You can also connect audio via phone at this point; to watch on the computer and hear audio on your phone.

To use the smartphone APP:

1. Head to the Google or APP store on your smartphone.
2. Search for and download the "Zoom Cloud Meetings" APP. Follow the prompts to set up an account.
3. Once in the APP, click the "Join" button at the top of the app.
Enter Meeting ID: 891 9562 9862 Password: 715400
4. **TYPE IN YOUR FULL NAME and click join.**

*If you do not wish to have your video turned on. Toggle the video off below before clicking join.

To call in with a telephone:

1. Call 1-929-205-6099
2. Enter the Meeting ID: 891 9562 9862 followed by #. Password: 715400 followed by #
For the "Participant ID" press#.

When joining a meeting you will automatically be muted. To speak, wait for the chair to ask for public comment and click the "raise hand" button. On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press *9 to request to be unmuted. To leave a meeting on a PC or smartphone, hit "leave meeting" in the bottom right. On a phone, simply hang up.

Item #	Supporting Documents	APRIL 28, 2020 5:30 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive																																																
MEETING PROCESS	<i>Page 8</i>	A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency																																																
ROLL CALL		ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING. <table border="1" data-bbox="456 296 1523 596"> <thead> <tr> <th data-bbox="456 296 802 359">NAME OF MEETING PARTICIPANTS</th> <th data-bbox="802 296 992 359">PRESENT AT (time entered)</th> <th data-bbox="992 296 1523 359">OTHERS IN ROOM</th> </tr> </thead> <tbody> <tr><td data-bbox="456 359 802 394">Patti Osgood</td><td data-bbox="802 359 992 394"></td><td data-bbox="992 359 1523 394"></td></tr> <tr><td data-bbox="456 394 802 430">Angelica Ladd</td><td data-bbox="802 394 992 430"></td><td data-bbox="992 394 1523 430"></td></tr> <tr><td data-bbox="456 430 802 466">Debra Kreutzer</td><td data-bbox="802 430 992 466"></td><td data-bbox="992 430 1523 466"></td></tr> <tr><td data-bbox="456 466 802 501">Anne Crotti</td><td data-bbox="802 466 992 501"></td><td data-bbox="992 466 1523 501"></td></tr> <tr><td data-bbox="456 501 802 537">John Capuco</td><td data-bbox="802 501 992 537"></td><td data-bbox="992 501 1523 537"></td></tr> <tr><td data-bbox="456 537 802 573">Lynn Piotrowicz- DIRECTOR</td><td data-bbox="802 537 992 573"></td><td data-bbox="992 537 1523 573"></td></tr> <tr><td data-bbox="456 573 802 596">Erin Longan – NOTE TAKER</td><td data-bbox="802 573 992 596"></td><td data-bbox="992 573 1523 596"></td></tr> </tbody> </table>	NAME OF MEETING PARTICIPANTS	PRESENT AT (time entered)	OTHERS IN ROOM	Patti Osgood			Angelica Ladd			Debra Kreutzer			Anne Crotti			John Capuco			Lynn Piotrowicz- DIRECTOR			Erin Longan – NOTE TAKER																										
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ITEM 1	<i>EXECUTIVE ORDER</i> <i>Page 9</i> <i>DEB'S OATH</i> <i>Page 10</i> <i>JOHN'S OATH</i> <i>Page 11</i>	Administration of Oath of Office: Debra Kreutzer and John Capuco Election of Officers Chair Nominee: MOVE TO ACCEPT: SECONDED BY: VOTE <table border="1" data-bbox="537 764 846 968"> <thead> <tr><th data-bbox="537 764 737 800">NAME</th><th data-bbox="737 764 846 800">VOTE</th></tr> </thead> <tbody> <tr><td data-bbox="537 800 737 835">Patti Osgood</td><td data-bbox="737 800 846 835"></td></tr> <tr><td data-bbox="537 835 737 871">Angelica Ladd</td><td data-bbox="737 835 846 871"></td></tr> <tr><td data-bbox="537 871 737 907">Debra Kreutzer</td><td data-bbox="737 871 846 907"></td></tr> <tr><td data-bbox="537 907 737 942">Anne Crotti</td><td data-bbox="737 907 846 942"></td></tr> <tr><td data-bbox="537 942 737 968">John Capuco</td><td data-bbox="737 942 846 968"></td></tr> </tbody> </table> Vice Chair Nominee: MOVE TO ACCEPT: SECONDED BY: VOTE <table border="1" data-bbox="537 1100 846 1304"> <thead> <tr><th data-bbox="537 1100 737 1136">NAME</th><th data-bbox="737 1100 846 1136">VOTE</th></tr> </thead> <tbody> <tr><td data-bbox="537 1136 737 1171">Patti Osgood</td><td data-bbox="737 1136 846 1171"></td></tr> <tr><td data-bbox="537 1171 737 1207">Angelica Ladd</td><td data-bbox="737 1171 846 1207"></td></tr> <tr><td data-bbox="537 1207 737 1243">Debra Kreutzer</td><td data-bbox="737 1207 846 1243"></td></tr> <tr><td data-bbox="537 1243 737 1278">Anne Crotti</td><td data-bbox="737 1243 846 1278"></td></tr> <tr><td data-bbox="537 1278 737 1304">John Capuco</td><td data-bbox="737 1278 846 1304"></td></tr> </tbody> </table> Treasurer Nominee: MOVE TO ACCEPT: SECONDED BY: VOTE <table border="1" data-bbox="537 1436 846 1640"> <thead> <tr><th data-bbox="537 1436 737 1472">NAME</th><th data-bbox="737 1436 846 1472">VOTE</th></tr> </thead> <tbody> <tr><td data-bbox="537 1472 737 1507">Patti Osgood</td><td data-bbox="737 1472 846 1507"></td></tr> <tr><td data-bbox="537 1507 737 1543">Angelica Ladd</td><td data-bbox="737 1507 846 1543"></td></tr> <tr><td data-bbox="537 1543 737 1579">Debra Kreutzer</td><td data-bbox="737 1543 846 1579"></td></tr> <tr><td data-bbox="537 1579 737 1614">Anne Crotti</td><td data-bbox="737 1579 846 1614"></td></tr> <tr><td data-bbox="537 1614 737 1640">John Capuco</td><td data-bbox="737 1614 846 1640"></td></tr> </tbody> </table> Secretary Nominee: MOVE TO ACCEPT: SECONDED BY: VOTE <table border="1" data-bbox="537 1772 846 1976"> <thead> <tr><th data-bbox="537 1772 737 1808">NAME</th><th data-bbox="737 1772 846 1808">VOTE</th></tr> </thead> <tbody> <tr><td data-bbox="537 1808 737 1843">Patti Osgood</td><td data-bbox="737 1808 846 1843"></td></tr> <tr><td data-bbox="537 1843 737 1879">Angelica Ladd</td><td data-bbox="737 1843 846 1879"></td></tr> <tr><td data-bbox="537 1879 737 1915">Debra Kreutzer</td><td data-bbox="737 1879 846 1915"></td></tr> <tr><td data-bbox="537 1915 737 1950">Anne Crotti</td><td data-bbox="737 1915 846 1950"></td></tr> <tr><td data-bbox="537 1950 737 1976">John Capuco</td><td data-bbox="737 1950 846 1976"></td></tr> </tbody> </table>	NAME	VOTE	Patti Osgood		Angelica Ladd		Debra Kreutzer		Anne Crotti		John Capuco		NAME	VOTE	Patti Osgood		Angelica Ladd		Debra Kreutzer		Anne Crotti		John Capuco		NAME	VOTE	Patti Osgood		Angelica Ladd		Debra Kreutzer		Anne Crotti		John Capuco		NAME	VOTE	Patti Osgood		Angelica Ladd		Debra Kreutzer		Anne Crotti		John Capuco	
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SUPPLEMENTAL READING

<https://americanlibrariesmagazine.org/blogs/the-scoop/moving-programming-online/>

<https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

Staff should be directed to wear gloves when moving collections into quarantine and remove them immediately afterwards so as not to accidentally touch anything else (like door handles). After removing the gloves, staff should wash their hands for 20 seconds, following CDC guidelines.

If a dedicated quarantine space cannot be established, staff can put the item in a bag until the 24 to 48- hour period is over so staff do not accidentally handle the item during the quarantine period.

<https://www.ims.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries>

https://www.centerforhealthsecurity.org/our-work/pubs_archive/pubs-pdfs/2020/200417-reopening-guidance-governors.pdf

<https://medium.com/@john.alan.thill/a-phased-reopening-plan-for-libraries-as-covid-19-restrictions-are-lifted-2d96885c0c1d>

<https://www2.deloitte.com/global/en/pages/about-deloitte/articles/covid-19/covid-19-scenarios-and-impacts-for-business-and-society-world-remade.html>

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the BOARD [Board, Council, or Commission], I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing ZOOM Meeting for this electronic meeting.¹ All members of the [Board, Council, or Commission] have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-929-205-6099 and password Meeting ID 891 9562 9862 or by clicking on the following website address: https://zoom.us/ Password 715400.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the [Board, Council, or Commission] at: www.tuckerfreelibrary.org

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 603-540-0947 or email at: tuckerfree@comcast.net

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.



¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

7. marriage licenses that would expire during the state of emergency are hereby extended 60 days from the end of the state of emergency.

8. Municipal or local governmental bodies are permitted to transition to phone, online, and limited appointment-only services to allow for proper social distancing as defined by the Center for Disease Control. This includes, but is not limited to, vital records requests and applications, as well as applications for welfare and other municipal services.
9. The requirement that the business meeting must conclude before newly elected officers and officials can assume office under RSA 42:3 is hereby waived. Municipal and local governmental bodies are permitted to swear-in newly elected officers and officials, and those individuals may assume office before the business meeting has concluded. Additionally, in light of Emergency Order #16 (prohibiting scheduled gatherings of 10 or more attendees), municipal and local governmental bodies are permitted to administer oaths of office by electronic means. This is provided the following protocol is followed:
- a) The person giving the oath must know the person taking the oath or he/she must establish his/her identity.
 - b) If both the person taking the oath and the person receiving the oath has the capability, best practice is to use Skype/FaceTime or a similar audio/video service that will allow parties to see and hear the other. If a video interface is in use, the person showing a photo ID through the video can establish identity.
 - c) If only telephone communication is practical, there must be a witness present with the person taking the oath. The person receiving the oath must obtain the name

and address of the witness and receive a statement from the witness that: (i) the witness verifies the identity of the person taking the oath; and (ii) that the witnesses observed the oath taking. The person receiving the oath should document on the oath form the name and address of the witness. The witness can be a family member, co-worker, caregiver, or any other person.

- d) The person taking the oath should document on the oath form, or on paper attached to the oath form, that the oath was taken virtually or by phone. If an authorized official other than the clerk takes the oath, the person taking the oath must deliver the completed oath form to the clerk for town/district records.
- e) Instruct the person taking the oath that he/she must come to the clerk's office and affirm the oath taking by signing the oath form, at the point in the future when doing so is appropriate.
- f) The clerk should notify the chair of the board or commission that the person taking the oath was elected to, that the oath has been taken and the person has assumed office.

Given under my hand and seal at the Executive Chambers in Concord, this 1st day of April, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

TOWN OF HENNIKER OATH OF OFFICE

I, Debra Kreutzer, do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Trustee of the Tucker Free Library for the Town of Henniker, New Hampshire for three (3) years, according to the best of my abilities, agreeable to the rules and regulations of this Constitution and the Laws of the State of New Hampshire. So help me God.
(This I do under the pains and penalties of perjury)

Board Member Witnesses Observed Oath-
See Meeting Minutes

Signature _____

Date 04/28/2020

Before me Library Director 
Moderator, Town/City Clerk, Selectman, Justice of
the Peace-Signature RSA 42:2

Sworn Before Lynn M. Piotrowicz
Print Name

All individuals appointed to fill vacant elected positions must run for the office at the following election to complete the established term.

Appointed _____ Elected X

Term expires: 03 / 31 / 2023

Phone number (H or W) _____

Cell Phone number _____

Mailing address _____

Email address _____


TOWN OF HENNIKER OATH OF OFFICE

I, John Capuco, do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as a Trustee of the Tucker Free Library for the Town of Henniker, New Hampshire for three (3) years, according to the best of my abilities, agreeable to the rules and regulations of this Constitution and the Laws of the State of New Hampshire. So help me God.
(This I do under the pains and penalties of perjury)

Board Member Witnesses Observed Oath- See
Meeting Minutes

Signature _____

Date 04/28/2020

Before me Library Director 
Moderator, Town/City Clerk, Selectman, Justice of
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Print Name

All individuals appointed to fill vacant elected positions must run for the office at the following election to complete the established term.

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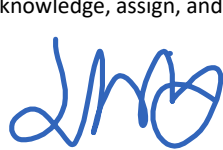
March 3, 2020 TUCKER FREE LIBRARY, BOARD OF TRUSTEES' MEETING MINUTES

- 5:30PM **ATTENDANCE:** Lynn Piotrowicz (Library Director), Patti Osgood (5:45), John Capuco, Deb Kreutzer, Anne Crotti, Sylvia Lennox (Friends Chair) Absent-Angelica Ladd
- ITEM 1 Public Forum-None
- ITEM 2 Minutes of Meeting: January 7, 2020
MOVE TO ACCEPT: Anne Crotti **SECONDED BY:** Deb Kreutzer **VOTE:** 3-0
Minutes of Meeting: February 12, 2020
MOVE TO ACCEPT: Deb Kreutzer **SECONDED BY:** Anne Crotti **VOTE:** 3-0
Minutes of Meeting: February 18, 2020
MOVE TO ACCEPT: John Capuco **SECONDED BY:** Deb Kreutzer **VOTE:** 3-0
- ITEM 3 Treasurer's Report
- a) Y-T-D Summary & Monthly Expenditure Manifest (Including update on Building Design Fees)
MOVE TO ACCEPT: John Capuco **SECONDED BY:** Anne Crotti **VOTE:** 3-0
TREASURER RECORDS VOTE AND SIGNS MONTHLY MANIFEST –Deb Kreutzer
 - b) Personnel Timesheet Review
TREASURER REVIEWS TIMESHEETS-Deb Kreutzer
TREASURER SIGNS TIMESHEETS-Deb Kreutzer
 - c) Monies to Be Accepted--None
- ITEM 4 **Final 2020 Budget Deliberation**-Reviewed Operating Budget-Discussion on 2020 Warrant Articles and determining procedure for Town Meeting.
- ITEM 5 **Set Future Meeting Dates:** April 14, 2020 5:30PM
- ITEM 6 **Brief Director's Update**-Review of and discussion concerning policy on illness and/or pandemic prevention and preparedness-Many procedures already in place. Trustees will review document and re-visit.
- ITEM 7 **Meet with SMP & Milestone regarding project presentation**
- 6:00PM **ATTENDANCE:** Frank Lemay and Brian Gehris-Milestone Construction
Anthony Mento and Jason LaCombe-SMP
- SMP brought forth next design development documents
Milestone detailed last round of budgeting
Discussion of March 3 presentation and status of 2020 Warrant Articles for the project.
- 6:50PM **MOVE TO ADJOURN BY:** Deb Kreutzer **SECONDED BY:** Anne Crotti **VOTE:** 4-0
NAME OF RECORDING SECRETARY: Anne Crotti

PAYEE	DESCRIPTION	BUDGET CATEGORY	LINE ITEM	AMOUNT	PAY DATE	CK #	CONFIRMATION #
Star Light Cleaning	February Cleaning	General Maintenance	6-4000	\$ 618.00	3/3/2020		Q2V9X-002JH
Comcast	Internet	Utilities	6-4020	\$ 124.90	3/5/2020		Q2YBX-8DBK7
Sheer McCrystal Palson	Design work for project	Design Work	6-9200	\$ 5,776.00	3/19/2020		Q319Y-5P5KK
Sheer McCrystal Palson	NHPA GRANT WORK -50% REIM	Grant Work	6-7010	\$ 3,500.00	3/20/2020		Q319Z-V3148
Eversource	Electric (Down 31.4%)	Utilities	6-4020	\$ 239.13	3/11/2020		Q3K30-CP09Q
Baker & Taylor	Books	Acquisitions-Books	6-3000	\$ 1,202.93	3/13/2020		Q3K87-9D5BQ
	Audio Books	Acquisitions- Audio Books	6-3010	\$ 65.44	3/13/2020		
Amazon	Books	Acquistion-Books	6-3000	\$ 21.61	3/17/2020		Q48KL-F5MKJ
	DVDS	ACQUISITION DVD-FINE REV	6-3035	\$ 381.69			
Edmunds	Supplies	Covid Related Supplies	6-4035	\$ 40.04	4/2/2020		Q554L-0BG14
Staples	Supplies	Covid Related Supplies	6-4035	\$ 248.49	4/2/2020		Q554L-0CFGR
TDS - FAX	Utilities	Utilities	6-4020	\$ 39.13	4/2/2020		Q554L-0DCZZ
TDS - PHONE	Utilities	Utilities	6-4020	\$ 45.43	4/2/2020		Q554L-0F3B3
Star Light Cleaning	March Cleaning	General Maintenance	6-4000	\$ 515.00	4/2/2020		Q554S-3WXRX
Comcast	Internet	Utilities	6-4020	\$ 124.90	4/8/2020		Q6D4V-DJWZH
Eversource	Electric (Down 59.4%)	Utilities	6-4020	\$ 156.20	4/8/2020		Q6D4V-DL2JH
Overdrive	Downloadable Content	Acquisitions - downloadable	6-3007	\$ 857.59	4/8/2020		Q6DPS-Q7RZZ
Baker & Taylor	Books	Acquistion-Books	6-3000	\$ 919.91	4/8/2020		Q6DRH-B512L
	Audio Books	Acquisitions - Audio Books	6-3010	\$ 109.96			
SYNCB/Amazon	Covid Related Supplies	Covid Related Supplies	6-4035	\$ 129.99	4/27/2020		Q7X3H-XTPF0
	DVDS	ACQUISTION DVD - FINE REV	6-3035	\$ 17.99			

By signing below, I acknowledge, assign, and authorize payment of the
aforementioned bills.

Lynn M. Piotrowicz



Date

4/23/20

Date of Board Review: 4/28/2020

Comments: SEE MINUTES OF MEETING FOR RESULT OF ROLL CALL VOTE. LP

Tucker Free Library Treasurer's Year-To-Date Report

January 1, 2020 - April 28, 2020

		Selected Period	Budgeted	\$ Difference	Notes/Comments	
4-0000	Income					
4-1000	Town Appropriation	\$833.00	\$230,212.00	\$231,045.00	<i>\$833 encumbered from 2019</i>	
4-1010	Heating Oil Appropriation	\$2,532.28	\$4,408.00	\$1,875.72		
4-2000	Personnel Appropriation	\$55,043.73	\$199,076.00	\$144,032.27		
4-3510	Contribution Overdue	\$31.00	\$181.00	\$150.00		
4-3520	Copier	\$258.00	\$1,071.00	\$813.00		
4-3530	DVD FINES	\$224.00	\$1,187.00	\$963.00		
4-3540	Non-Resident Cards	\$50.00	\$100.00	\$50.00		
4-3560	Damaged/Lost Books	\$52.00	\$140.00	\$88.00		
4-3570	Damaged/Lost Audio	\$0.00	\$24.00	\$24.00		
4-4035	COVID-19 Funds	\$0.00	\$0.00	\$0.00		
4-5010	Willis Cogswell Fund	\$4,742.00	\$18,968.00	\$14,226.00		
4-5020	Town Trust Funds	\$13,319.00	\$13,319.00	\$0.00		
4-5030	Established TrustFund Donation	\$225.00	\$597.00	\$372.00		
4-5040	Memory/Honor Donations	\$53.00	\$195.00	\$142.00		
4-5050	General Purpose Donation	\$250.00	\$250.00	\$0.00		
4-6000	Sale of Surplus	\$32.00	\$100.00	\$68.00		
4-7000	Cat's Meow Sold	\$20.00	\$205.00	\$185.00		
4-7005	FOR FRIENDS OF TFL	\$25.00	\$0.00	(\$25.00)		<i>Money for Friends that came in as TFL</i>
4-7010	NHPA GRANT	\$0.00	\$1,750.00	\$1,750.00		<i>NHPA Grant was for \$1750 + matching \$1750</i>
4-7015	Moose Plate Grant	\$0.00	\$3,120.00	\$3,120.00		<i>\$3120 receive in 2019, represents remaining 50%</i>
4-7020	NHHC Speaker Reimbursement	\$400.00	\$400.00	\$0.00		
4-9200	Design Work	\$44,156.00	\$49,369.00	\$5,213.00	<i>The \$49,369 is what remains from \$70,000 from 2019. The income is amount reimbursed by Town thus far</i>	
6-0000	Expenses					
6-1010	Heating Oil Appropriation	\$2,532.28	\$4,408.00	\$1,875.72		
6-2000	Personnel Appropriation	\$55,043.73	\$197,776.00	\$142,732.27		
6-2020	Meetings/Membership/Mileage	\$0.00	\$800.00	\$800.00		
6-2030	Staff Development	\$25.00	\$500.00	\$475.00		
6-3000	Books	\$4,526.00	\$17,250.00	\$12,724.00		
6-3007	Downloadable Content	\$858.00	\$0.00	(\$858.00)	<i>COVID19 content to ease the burden on statewide holds</i>	
6-3010	Audio Books	\$528.00	\$1,750.00	\$1,222.00		
6-3020	Periodicals	\$301.00	\$1,400.00	\$1,099.00		
6-3030	DVD - Appropriation Fund	\$0.00	\$750.00	\$750.00		
6-3035	DVD - Fine Revenue	\$1,022.00	\$1,187.00	\$165.00		
6-4000	General Maintenance	\$2,575.00	\$9,000.00	\$6,425.00		
6-4010	Building Repairs	\$0.00	\$3,900.00	\$3,900.00		
6-4020	Utilities	\$1,874.00	\$14,000.00	\$12,126.00		
6-4030	Supplies	\$1,056.00	\$4,500.00	\$3,444.00		
6-4035	COVID-19 Supplies	\$130.00	\$0.00	(\$130.00)		
6-5010	Technical Maintenance	\$0.00	\$925.00	\$925.00		<i>\$425 encumbered from 2019</i>
6-5020	Equipment	\$0.00	\$4,800.00	\$4,800.00		<i>\$1300 from Fitch Fund & \$1000 encumbered from 2019</i>
6-6000	Library Programs - Contracted	\$3,840.00	\$3,940.00	\$100.00		
6-6010	Library Program -Speaker & Sup	\$0.00	\$2,000.00	\$2,000.00		
6-6080	Bank Fees	\$6.00	\$24.00	\$18.00		
6-6090	Trustees of the Trust Fund	\$1,195.00	\$0.00	(\$1,195.00)		
6-7005	FOR FRIENDS OF TFL	\$0.00	\$0.00	\$0.00		
6-7010	NHPA GRANT	\$3,500.00	\$1,750.00	(\$1,750.00)		
6-7015	Moose Plate Grant	\$2,820.00	\$6,240.00	\$3,420.00		
6-7020	NHHC Speaker Reimbursed	\$460.00	\$460.00	\$0.00		
6-9100	Outreach	\$0.00	\$730.00	\$730.00	<i>\$730 encumbered from 2019</i>	
6-9200	Design Work	\$44,156.00	\$49,369.00	\$5,213.00		
6-9300	Project Planning	\$0.00	\$1,000.00	\$1,000.00	<i>\$1000 encumbered from 2019</i>	
		\$126,448.01			TOTAL EXPENDED	
		\$82,292.01	\$273,682.00		OPERATIONAL EXPENSES - DESIGN AMOUNTS REMOVED	

BUDGET CATEGORIES		2019	2020 (Assuming 1.5% COLA)	Change between 2019 and 2020 Request	2020 Category Total
1	PERSONNEL EXPENSES	\$ 195,999.85	\$ 199,076.09	\$ 3,076.24	\$ 199,076.09
2	6-2000 Library -- Wages (Removed \$3069.78 as 53 pay cycles eliminated)	\$ 156,178.40	\$ 159,629.00	\$ 3,450.60	
3	Library - Benefit: Health Insurance (Confirmed)	\$ 16,253.00	\$ 15,840.00	\$ (413.00)	
	Library - Benefits: Dental, Life, Disability (short & long)	\$ 831.84	\$ 831.84	\$ -	
4	Library -- Fica (7.65% of Library Wages)	\$ 11,947.65	\$ 12,211.62	\$ 263.97	
5	Library -- Retirement (11.17% of Eligible Wages)	\$ 8,613.32	\$ 8,387.99	\$ (225.33)	
6	Library -- Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ -	
7	6-2020 Library -- Membership & Mileage	\$ 800.00	\$ 800.00	\$ -	
8	6-2030 Library -- Staff Development	\$ 500.00	\$ 500.00	\$ -	
9	ACQUISITION EXPENSES	\$ 22,650.00	\$ 21,150.00	\$ (1,500.00)	\$ 21,150.00
10	6-3000 Library Acquisition -- Books	\$ 18,000.00	\$ 17,250.00	\$ (750.00)	
11	6-3010 Library Acquisitions -- Audio Books	\$ 2,000.00	\$ 1,750.00	\$ (250.00)	
12	6-3020 Library Acquisitions -- Periodicals	\$ 1,650.00	\$ 1,400.00	\$ (250.00)	
13	6-3030 Library Acquisitions -- DVD Appropriation Fund	\$ 1,000.00	\$ 750.00	\$ (250.00)	
14	6-3035 <i>Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)</i>	\$ 1,406.50	\$ 1,187.00		
15	FACILITY MANAGEMENT EXPENSES	\$ 31,200.20	\$ 31,400.00	\$ 199.80	\$ 31,400.20
16	6-4000 Library General Maintenance -- Janitorial	\$ 9,000.00	\$ 9,000.00	\$ -	
17	6-4010 Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 3,900.00	\$ -	
18	6-4020 Library Utilities (Total of \$14,000 - Heating Oil)	\$ 9,412.00	\$ 9,591.80	\$ 179.80	
	Library Utilities - Heating Oil 1800 gals @ \$2.449 per gal	\$ 4,588.20	\$ 4,408.20	\$ (180.00)	
19	6-4030 Library Bldg Maintenance Supplies	\$ 4,300.00	\$ 4,500.00	\$ 200.00	
20	TECHNOLOGY MANAGEMENT EXPENSES	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00
21	6-5010 Library Tech Maintenance	\$ 500.00	\$ 500.00	\$ -	
22	6-5020 Library Equipment	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00	
23	PROGRAM EXPENSES	\$ 6,210.00	\$ 5,940.00	\$ (270.00)	\$ 5,940.00
24	6-6000 Library Program - Contracted Services	\$ 3,610.00	\$ 3,940.00	\$ 330.00	
25			Apollo \$ 1,950.00	\$ 1,950.00	\$ -
26			NHDB ebook/audiobook fee/magazine \$ 1,660.00	\$ 1,890.00	\$ 230.00
27			Website \$ -	\$ 100.00	\$ 100.00
28	6-6010 Library Program - Speakers & Supplies	\$ 2,600.00	\$ 2,000.00	\$ (600.00)	
29	TOTAL LIBRARY OPERATIONS BUDGET	\$ 256,728.01	\$ 260,566.09	\$ 3,838.08	\$ 260,566.29
30	LIBRARY REVENUE PROJECTIONS	\$ 30,000.00	\$ 31,187.00	\$ 1,187.00	\$ 31,187.00
32	TOTAL PERSONNEL & OPERATIONAL APPROPRIATION	\$ 226,728.01	\$ 229,379.09	\$ 2,651.08	\$ 229,379.29
33	BUILDING RENOVATION PROJECT	\$ 71,000.00	\$ -	\$ (71,000.00)	\$ -
34	6-9000 Feasibility Study (2018 Building Fund Approved at Town Meeting)	\$ -	\$ -	\$ -	
35	6-9100 Outreach	\$ 1,000.00	\$ -	\$ -	
36	6-9200 Design Work	\$ 70,000.00	\$ -	\$ -	
37	6-9300 Project Planning	\$ -	\$ -	\$ -	
38	6-9400 Capital Campaign Consultant	\$ -	\$ -	\$ -	
39	TOTAL APPROPRIATION	\$ 297,728.01	\$ 229,379.09		\$ 229,379.29

TUCKER FREE LIBRARY EPIDEMIC/PANDEMIC POLICY

I: Definitions

Epidemic: A widespread occurrence of an infectious disease in a community at a particular time.

Pandemic: A pandemic is the worldwide spread of a new disease.

Epidemic/Pandemic Plan: An epidemic/pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Appropriate Staffing Level: For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the library director or his/her designee. Should staffing levels drop because a staff member needs to leave and if replacement staff cannot be identified, the library director should consult with the board of trustees prior to deciding to close the facility.

II. Purpose and Specific Recommendations for Operational or Closure Protocol

If there is a serious infectious disease outbreak, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from an epidemic/pandemic may be slow, as compared to a natural disaster or other physical crisis. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to an epidemic/pandemic.

Seeing to the critical needs of the facility if the library is closed for an extended time.

- Lock book drop on front porch.
- Put a large garbage bag on the book drop at rear of building since there is no lock.
- Submit payroll remotely. Director should take laptop home.
- If mail service is still running and staff is able, check mail weekly and pay bills if possible.
- Walk through building weekly to make sure everything is functioning properly.
- Cancel weekly cleaning, schedule thorough sanitizing re-opening cleaning.

Means for continuing to provide information services for the public, such as online ordering of materials and pick up from a table in the lobby at certain times, or expansion of online services

- Create a specific webpage to keep the community informed.
- Publicize downloadable content.
- If local or regional newspapers provide free access, include on website. Include links to local or regional health resources.
- Material may be placed on hold online. Hold requests would be prepared for pickup during limited library hours to reduce risk of contamination from social gathering.
- Determine methods for the handling and/or recovery of materials post-quarantine.

Accommodation of the needs of people in the community who may not have a home subscription to the local newspaper or a working home computer

- Determine a mechanism to allow for printing of materials of a critical nature.
- Post emergency information on front door for community consumption.
- If limited hours are feasible, then remove computers that are in close proximity to each other and relocate and/or provide access to library Chromebooks.
- Discourage social activities within the building.

Education of the public in advance of an epidemic

- Provide instruction on the handling of materials if members of household are quarantined.
- Eliminate video fines throughout the crisis.
- Eliminate overdue notification process throughout the crisis.
- Provide step by step instructions on how to renew materials.
- Provide step by step instruction on reading eContent.
- Provide access to any free resources that are available such as local and regional newspapers, health department alerts, town notifications.

III: Suspension of Service and/or Library Closure

Public Health Mandate

The Tucker Free Library will close due to an epidemic/pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Specific criteria for closing the library

- Limited staff availability.
- Town offices, school, White Birch, NEC closed.
- Mandated by local or regional officials

Discretionary Service Level Changes

At the discretion of the library director and in consultation with the board of trustees, the library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the library director or designee will maintain communication with staff, library Board of Trustees, and the Town Manager.

Specific criteria for suspending story times and other library programs

- Limited staff availability.
- School and/or White Birch experiencing outbreaks.
- Mandated by local or regional authorities.

IV: School Closure Due to Epidemic/Pandemic

In the event that Henniker School District school is closed due to an epidemic/pandemic illness, the Tucker Free Library will remain open, but with reduced hours and services, unless one of the criteria for closing listed above is also met. All library programs, special events, and meeting room reservations will be canceled. Hours will be reduced and services will be restricted on any day in which Henniker schools are closed due to an epidemic/pandemic-related illness.

V: Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours. An inability to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

- Our employees are cross-trained and can fit into any role.
- Assuming an epidemic/pandemic level closure or suspension of services, only essential functions will be required. ILL may be limited by State. Acquisitions work may be limited by availability of vendor and shipping. Without acquisitions there will be no need for the physical processing of materials.
- Director will pay any outstanding bills in need of immediate attention. If the director is unavailable, then bookkeeper can be consulted. Treasurer should receive basic bill paying instruction for the sake of continuity in case director and bookkeeper become unable to fulfill their roles.
- Director has a binder in office titled “Lib Admin Emergency Management” which contains relevant operational procedures.
- Director has created a chart of accounts and passwords. This file is contained in the office.

In providing service safely and efficiently, the following actions may be taken at the discretion of the library director or designee with consultation with the library Board of Trustees.

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.).
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety).
- Social distancing practices in public areas.
- Reduction of open hours.
- Cancellation of all programs, special events, and meeting room reservations.
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours.
- Closure of the library.

If the library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel Policy. In the event of closure, employees shall be compensated for their regularly scheduled hours. If the library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours.

VI: Communication

In the event of closure necessitated by epidemic/pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner.

Communications plan for reaching staff and for communicating with the public.

- Update emergency call list.
- Make WMUR closing login information available to staff and trustees.
- Update website and Facebook as needed. Include directions for materials and hours.
- Facilitate Google Hangouts Conversation for emergency communication with Trustees, Staff, and Friends.

VII: Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online.
- Payroll.
- Accounts Payable.
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the library director or designee will prioritize service-related tasks and assign the daily work plan to staff.

VIII: Additional Concerns Related to Library Services

Policies for social distancing -- that is, removing a number of chairs so people aren't sitting close to each other, or limiting the number of people who can come in at any one time, or taking out coat racks, and similar actions that keep people and their belongings separate from each other.

- If limited hours are feasible then remove computers that are in close proximity to each other and relocate and/or provide access to library Chromebooks.

Provision of masks and gloves along with the training of staff in their removal and disposal.

- Make personal protection equipment (PPE) available if needed.
- Provide public education on handling of materials if members of households have flu or virus.
- Educate and practice universal precautions.

Standards for the cleaning of bathrooms, railings and door knobs, telephones, keyboards, counters, and cleaning of workstations/offices of employees who go home sick, emptying of wastebaskets, etc.

- Disinfect railings and door knobs.
- All staff will wipe down their work stations before handing off to new staff member. This includes telephone, keyboards, and desk tops.
- Refrain from eating at circulation desk.
- Empty and tie off bag in all wastebaskets before being placed in larger bag.

TUCKER FREE LIBRARY EXISTING POLICY FOR EMERGENCY CLOSURE WEATHER/PUBLIC HEALTH EMERGENCY

EMERGENCY CLOSURE WEATHER/PUBLIC HEALTH EMERGENCY – ADEQUATE STAFFING. In order to provide the best service, the Tucker Free Library is open for scheduled service whenever possible, so long as adequate staffing is available. For the purpose of operation of the library, adequate staffing means that two employees are available to work but ideally, three should be available to provide scheduled breaks for all employees.

1. The library is, however, concerned about the safety of its patrons and employees. During extreme weather situations or community emergencies the Director or his/her designee may close the Tucker Free Library by the authority of, and time permitting, prior consultation with the Chair of the Tucker Free Library Board of Trustees. If such an event occurs, the Director or his/her designee will inform Town Administrator of the decision. The Director or his/her designee will also inform local media outlets of the closing, change the message on the library answering machine, and post the closing on the library website.
2. Library staff scheduled to work will be paid for their regularly scheduled hours for the day, or portion of the day, that the library closes for the weather situation or community emergency.
3. If the library remains open but staff members feel they cannot make it into work or must leave early, they may opt to use vacation time or take unpaid leave.

(Approved by Board of Trustees, 6/16/2015)