

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
Tuesday, March 3, 2020 at 5:30 PM

- ITEM 1 Public Forum
 - ITEM 2 Minutes of Meeting: January 7, 2020, February 12, 2020, February 18, 2020
 - ITEM 3 Treasurer's Report
 - ITEM 4 Final 2020 Budget Deliberation
 - ITEM 5 Set Future Meeting Dates
 - ITEM 6 Brief Director's Update/Other if Needed (IF TIME PERMITS)
 - ITEM 7 Meet with SMP & Milestone regarding project presentation (BEGIN AT 6PM)
- ADJOURN

POSTED: February 25, 2020 at Tucker Free Library, Henniker Town Hall, Henniker Post Office

Item #	Supporting Documents	MARCH 3, 2020 5:30 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive
ROLL CALL		ACTION - RECORD ATTENDANCE
ITEM 1		Public Forum
ITEM 2	<i>Page 3</i> <i>Page 4</i> <i>Page 5</i>	Minutes of Meeting: January 7, 2020 MOVE TO ACCEPT: SECONDED BY: VOTE: Minutes of Meeting: February 12, 2020 MOVE TO ACCEPT: SECONDED BY: VOTE: Minutes of Meeting: February 18, 2020 MOVE TO ACCEPT: SECONDED BY: VOTE:
ITEM 3	<i>Page 6-8</i>	Treasurer's Report a) Y-T-D Summary & Monthly Expenditure Manifest (Including update on Building Design Fees) MOVE TO ACCEPT: SECONDED BY: VOTE: TREASURER RECORDS VOTE AND SIGNS MONTHLY MANIFEST b) Personnel Timesheet Review ACTION – TREASURER REVIEWS TIMESHEETS TREASURER SIGNS TIMESHEETS c) Monies to Be Accepted MOVE TO ACCEPT: SECONDED BY: VOTE:
ITEM 4	<i>Page 9</i>	Final 2020 Budget Deliberation
ITEM 5		Set Future Meeting Dates:
ITEM 6	<i>If time permits</i>	Brief Director's Update/Other if Needed
ITEM 7	<i>BEGIN AT 6PM</i>	Meet with SMP & Milestone regarded project presentation
ADJOURN	TIME:	MOVE TO ADJOURN BY: SECONDED BY: VOTE: NAME OF RECORDING SECRETARY:

January 7, 2020 Tucker Free Library. Trustee Meeting Minutes

- ROLL CALL** **ATTENDANCE** : Lynn Piotrowicz, (Library Director), Patti Osgood (Chair), Sylvia Lennox (Friends' Chair), Deb Kreutzer, Anne Crotti, John Capuco, Angelica Ladd (via phone)
- WORKING SESSION** **BUILDING PROJECT**
- a) **RFP for capital campaign consultant (includes edits by DK)**
Feedback from this document included discussion concerning inclusion of independent bidders. Wording changed to include all possible bidders. Will be sent out this week.
 - b) **Warrant articles related to project**
Discussion led to decisions on 3 Warrant Articles to be prepared for upcoming Town Meeting in March.
 - 1. Library Operational Budget
 - 2. \$109,250 for SMP continued design work
 - 3. Monies for hiring of a Capital Campaign Consultant (\$ to be determined)
- ITEM 1** **Minutes of Meeting: DECEMBER 10, 2019**
MOVE TO ACCEPT: Patti Osgood SECONDED BY: Deb Kreutzer VOTE: 4-0
- Minutes of Meeting: DECEMBER 12, 2019**
MOVE TO ACCEPT: Patti Osgood SECONDED BY: Deb Kreutzer VOTE: 4-0
- ITEM 2** **Public Forum: None**
- ITEM 3** **Treasurer's Report**
- a) Y-T-D Summary & Monthly Expenditure Manifest
MOVE TO ACCEPT: Deb Kreutzer SECONDED BY: John Capuco VOTE: 4-0
TREASURER RECORDS VOTE AND SIGNS MONTHLY MANIFEST –Deb Kreutzer
 - b) Personnel Timesheet Review
TREASURER REVIEWS TIMESHEETS
TREASURER SIGNS TIMESHEETS-Deb Kreutzer
 - c) Monies to Be Accepted: \$300.00 Donation by Carolyn and Rodney Patenaude
MOVE TO ACCEPT: Anne Crotti SECONDED BY: Patti Osgood VOTE: 4-0
- ITEM 4** **Director's Report**
- a) **Request from Nicole Lang to sponsor Rotary Flag at TFL**
Trustees agreed.
 - b) **Charter Trust Conflict of Interest Form**-All agreed to continued to use as is.
 - c) **After School Participation:** Trustees discussed on-going concerns of behaviors of after school patrons in the young adult section. Patti has talked with a school resource person and been offered in-service for library staff addressing handling of inappropriate behaviors. Lynn will follow up on this.
 - d) **Moose Plate Grant** – Status of sign? Will have window people remove the banner when they are taking the windows out. John Capuco working on sign. Placement to be determined.
 - e) **Staffing:** Brynna Newcomb has been hired.
 - f) **Town Meeting 2020** – 2/4/20-Town Budget Meeting 3/14/20 Town Meeting
 - g) **Election of Officers**-Debra Kreutzer and John Capuco
- ITEM 5** **Friends' Update-Notes from Meeting 1/5/20**
Membership Campaign Discussion and Building Project Work and Process for Donations
- a) PayPal account set up
 - b) Media Contacts will be made and flyers posted around town
 - c) Sharing of Thank-you note to be sent
 - d) Friends reviewed and revised documents to customize for publishing on website
 - o Gift Acceptance Policy
 - o Donor Privacy Policy
 - o Donor Bill of Rights-Posted as is
- ITEM 6** **2020 Budget Deliberation:** No Change
- ITEM 7** **Set Future Meeting Dates:** February 12, 2020-Interview for Capital Consultant-YTBD
March 3, 2020-6:00 Board Meeting
March 3, 2020-7:00 SMP Public Presentation
- ITEM 8** **Other:** None
- ADJOURN** **MOVE TO ADJOURN BY: John Capuco SECONDED BY: Anne Crotti VOTE: 5-0**
7:19 PM **NAME OF RECORDING SECRETARY: Anne Crotti**

FEB. 12, 2020 TUCKER FREE LIBRARY, BOARD OF TRUSTEES' MEETING MINUTES

ROLL CALL **ATTENDANCE:** Patti Osgood, Debra Kreutzer, Angelica Ladd, Anne Crotti, John Capuco, Lynn Piotrowicz (Library Director), Rob Reno (Friends Representative)
Interview Capital Campaign Consultant.

5:15 PM -- The Board of Trustees immediately entered a Non-Public session under RSA 91-A:3 II(j) to interview and discuss the hiring of Capital Campaign Consultant for the continuing Tucker Free Library Building Accessibility and Safety Project.

✓ **MOTION TO ENTER NON-PUBLIC:** Patti Osgood **SECONDED BY:** Deb Kreutzer
VOTE TO ENTER: 5-0

✓ **MOTION TO EXIT NON-PUBLIC:** Angelica Ladd **SECONDED BY:** Deb Kreutzer
VOTE TO EXIT: 5-0

✓ **MOTION TO SEAL NON-PUBLIC MINUTES:** Angelica Ladd **SECONDED BY:** Deb Kreutzer
VOTE TO SEAL: 5-0

Interview Capital Campaign Consultant.

6:15 PM -- The Board of Trustees immediately entered a Non-Public session under RSA 91-A:3 II(j) to interview and discuss the hiring of Capital Campaign Consultant for the continuing Tucker Free Library Building Accessibility and Safety Project.

✓ **MOTION TO ENTER NON-PUBLIC:** John Capuco **SECONDED BY:** Anne Crotti
VOTE TO ENTER: 5-0

✓ **MOTION TO EXIT NON-PUBLIC:** John Capuco **SECONDED BY:** Angelica Ladd
VOTE TO EXIT: 5-0

✓ **MOTION TO SEAL NON-PUBLIC MINUTES:** Anne Crotti **SECONDED BY:** Deb Kreutzer
VOTE TO SEAL: 5-0

Interview Capital Campaign Consultant.

7:05 PM -- The Board of Trustees immediately entered a Non-Public session under RSA 91-A:3 II(j) to interview and discuss the hiring of Capital Campaign Consultant for the continuing Tucker Free Library Building Accessibility and Safety Project.

✓ **MOTION TO ENTER NON-PUBLIC:** John Capuco **SECONDED BY:** Angelica Ladd
VOTE TO ENTER: 5-0

✓ **MOTION TO EXIT NON-PUBLIC:** Angelica Ladd **SECONDED BY:** Deb Kreutzer
VOTE TO EXIT: 5-0

✓ **MOTION TO SEAL NON-PUBLIC MINUTES:** Anne Crotti **SECONDED BY:** Angelica Ladd
VOTE TO SEAL: 5-0

An additional meeting date was set to deliberate over the process going forward. Next meeting, February 18, 2020 at 6:30 PM

ADJOURN: Meeting adjourned at 8:20 PM
Name of recording secretary: Anne Crotti

FFEB. 18, 2020 TUCKER FREE LIBRARY, BOARD OF TRUSTEES' MEETING MINUTES

ROLL CALL **ATTENDANCE:** Meeting began at 6:30 PM. Present: John Capuco, Deb Kreutzer, Patti Osgood, Angelica Ladd, Anne Crotti (phone-in), Lynn Piotrowicz (Library Director)

ITEM 1 Discussion regarding project as it relates to Town Meeting

ITEM 2 **Discussion of Interviews of Capital Campaign Consultant.**

The Board of Trustees entered a Non-Public session under RSA 91-A:3 II(j) to discuss the hiring of Capital Campaign Consultant for the continuing Tucker Free Library Building Accessibility and Safety Project.

✓ **MOTION TO ENTER NON-PUBLIC:** Patti Osgood **SECONDED BY:** Angelica Ladd
VOTE TO ENTER: 5-0

✓ **MOTION TO EXIT NON-PUBLIC:** Angelica Ladd **SECONDED BY:** Deb Kreutzer
VOTE TO EXIT: 5-0

✓ **MOTION TO SEAL NON-PUBLIC MINUTES:** Patti Osgood **SECONDED BY:** Anne Crotti
VOTE TO SEAL: 5-0

ITEM 3 **RSA 91-A:3 II(a)** – The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

✓ **MOTION TO ENTER NON-PUBLIC:** Patti Osgood **SECONDED BY:** Deb Kreutzer
VOTE TO ENTER: 5-0

✓ **MOTION TO EXIT NON-PUBLIC:** Deb Kreutzer **SECONDED BY:** Angelica Ladd
VOTE TO EXIT: 5-0

✓ **MOTION TO SEAL NON-PUBLIC MINUTES:** Patti Osgood **SECONDED BY:** Deb Kreutzer
VOTE TO SEAL: 5-0

Meeting adjourned at: 7:35 PM

Name of recording secretary: John Capuco

PAYEE	DESCRIPTION	BUDGET CATEGORY	LINE ITEM	AMOUNT	PAY DATE	CONFIRMATION #
Star Light Cleaning	Dec. 2019 cleaning	General Maintenance	6-4000	\$ 772.50	1/3/2020	PWKZV-0ZLBN
Trustees of the Town Trust Funds	Trust funds	Trustees of the trust fund	6-6090	\$ 597.36	1/3/2020	PWL03-TC7X0
Biblionix	Library Programs	Library Programs Contracted	6-6000	\$ 1,950.00	1/3/2020	PWL07-Y4C4M
The Park Street Foundation	Annual Fee Downloadable	Downloadable Content	6-6000	\$ 1,890.00	1/3/2020	PWL0D-NLLX0
Elizabeth Tentarelli	Speaker reimburse	NHHC Speaker Reimburse	6-7020	\$ 224.00	1/3/2020	PWL11-GLY8C
Baker & Taylor	Books	Acquisitions - Books	6-3000	\$ 162.68	1/7/2020	PWZ88-LF4VL
Comcast Business	Business internet	Utilities	6-4020	\$ 124.90	1/7/2020	PWZ8J-XV7WM
Milestone Engineering	Pre-construction services	Design work	6-9200	\$ 2,500.00	1/11/2020	PXCQ7-1NN1W
Eckman Engineering	Survey services - 2nd pyment	Design work	6-9200	\$ 850.00	1/11/2020	PXCQG-KPKVW
Eckman Engineering	Surviey services - 3rd pyment	Design work	6-9200	\$ 850.00	1/11/2020	PXCQL-5Q9PQ
Eversource	Electric	Utilities	6-4020	\$ 315.02	1/14/2020	PXP65-X6R5N
SYNC/Amazon	DVDS	Acquisitions - DVDs	6-3035	\$ 326.40	1/21/2020	PYD5Z-0BBZD
	Books	Acquisitions - Books	6-3000	\$ 34.13		
	Supplies	Supplies	6-4030	\$ 644.41		
Cogswell Spring Water Works	Water	Utilities	6-4020	\$ 163.80	1/28/2020	PZ372-58LH5
TDS	Fax line	Utilities	6-4020	\$ 38.12	1/28/2020	PZ377-3GFYF
TDS	Phone line	Utilities	6-4020	\$ 44.43	1/28/2020	PZ379-J2109
Jane Oneail	NH Humanities Go-to Pres.	FY20 Programs	6-7020	\$ 236.00	1/28/2020	PZ37L-N91KZ
New Hampshire Magazine	Magazine subscription	FY20 Periodicals	6-3020	\$ 14.97	1/28/2020	PZ385-FYMW3
Comcast Business	Internet	Utilities	6-4020	\$ 124.90	2/4/2020	PZT42-7YMGB
Star Light Cleaning	January cleaning	General Maintenance	6-4000	\$ 669.50	2/4/2020	PXT44-N16PD
Cash	Petty Cash	Supplies	6-4030	\$ 100.00	2/1/2020	
Marcia Stansfield	Criminal Background Check	Staff Development	6-2030	\$ 25.00	2/6/2020	
Sheerr McCrystal Palson	Continuing Design Work	Design work	6-9200	\$ 20,065.50	2/6/2020	Q00CT-L9HJZ
Baker & Taylor	Books	Acquisition - Books	6-3000	\$ 2,148.91	2/11/2020	Q0JF8-JG7JL
	Audio books	Acquisition - Audio books	6-3010	\$ 352.70		
Old Window Restorers	Restore attic windows - deposit	Moose Plate Grant	6-7015	\$ 2,820.00	2/11/2020	Q0JFK-LRJHG
Eversource	Electric	Utilities	6-4020	\$ 252.98	2/11/2020	Q0JFN-MPRHC
SYNC-AMAZON	DVD's	Acquisitions - DVD (Fine Rev)	6-3035	\$ 295.75	2/24/2020	Q1BL6-PXLVL
	SUPPLIES	SUPPLIES	6-4030	\$ 24.52		
	BOOKS	Acquisitions - Books	6-3000	\$ 35.76		
Sheerr McCrystal Palson	Design Process	Design work	6-9200	\$ 14,114.00	2/25/2020	Q1XSH-3512B
Concord Monitor	Annual Newspaper Subscription	Acquisitions - Periodicals	6-3020	\$ 286.00	2/25/2020	Q1YQR-HFJ08
Staples	Supplies	Supplies	6-4030	\$ 98.91	2/25/2020	Q1YQR-HGBYV
TDS	FAX LINE	Utilities	6-4020	\$ 36.84	2/25/2020	Q1YQR-HH3NL
TDS	Phone line	Utilities	6-4020	\$ 43.11	2/25/2020	Q1YQR-HHMLF

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

Lynn M. Piotrowicz Date

Date of Board Review:

Motion to Accept Manifest by:

Motion to Accept Manifest Seconded by:

Vote: PATTI OSGOOD JOHN CAPUCO
DEBRA KREUTZER ANNE CROTTI
ANGELICA LADD

Comments:

Y-T-D REPORT - JANUARY 1.
2020 - FEBRUARY 25, 2020

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WILL SUPPLY AT MEETING

2018 Feasibility Study Budget Category 6-9000					\$ 10,500.00	Notes
Date	Vendor	Fee	Bill To Date	Balance Remaining		
12/31/2018	x SMP	\$ 3,295.00	\$ 3,295.00	\$ 7,205.00		
2/4/2019	x SMP	\$ 1,810.00	\$ 5,105.00	\$ 5,395.00		
3/4/2019	x SMP	\$ 2,590.00	\$ 4,400.00	\$ 2,805.00		
4/1/2019	x SMP	\$ 2,105.00	\$ 4,695.00	\$ 700.00		
4/19/2019	x SMP	\$ 700.00	\$ 2,805.00	\$ -		
2019 Design Process Budget Category 6-9200					\$ 70,000.00	
4/19/2019	x SMP	\$ 690.00	\$ 690.00	\$ 69,310.00		
5/31/2019	x SMP	\$ 2,408.00	\$ 3,098.00	\$ 66,902.00		
6/28/2019	x SMP	\$ 1,298.50	\$ 4,396.50	\$ 65,603.50		
8/5/2019	x SMP	\$ 2,790.00	\$ 7,186.50	\$ 62,813.50		
9/20/2019	x Eckman	\$ 850.00	\$ 8,036.50	\$ 61,963.50		
9/30/2019	x Geotechnical Services	\$ 5,000.00	\$ 13,036.50	\$ 56,963.50		
12/4/2019	x SMP	\$ 5,094.00	\$ 18,130.50	\$ 51,869.50		
12/10/2019	x Milestone	\$ 2,500.00	\$ 20,630.50	\$ 49,369.50		
1/8/2020	x Milestone	\$ 2,500.00	\$ 23,130.50	\$ 46,869.50		
1/11/2020	x Eckman	\$ 850.00	\$ 23,980.50	\$ 46,019.50		Received Invoice # 7050 dated 10/18/19 on 1/10/19
1/11/2020	x Eckman	\$ 850.00	\$ 24,830.50	\$ 45,169.50		Received Invoice # 7103 dated 12/31/19 on 1/10/19
2/6/2020	x SMP	\$ 20,065.50	\$ 44,896.00	\$ 25,104.00		
2/25/2020	x SMP	\$ 14,114.00	\$ 59,010.00	\$ 10,990.00		Received Invoice # 191217 dated 12/27/19 on 2/25/19

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>	<i>\$ 1,406.50</i>	<i>\$ 1,187.00</i>		
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	\$ 149,250.00	\$ 78,250.00	\$ -
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	\$ 109,250.00	\$ -	
37	6-9300 Project Planning	\$ -	\$ -	\$ -	
38	6-9400 Capital Campaign Consultant	\$ -	\$ 40,000.00	\$ -	
39	TOTAL APPROPRIATION	\$ 297,728.01	\$ 378,629.09		\$ 229,379.29