



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 FEBRUARY 9, 2021 at 5:30 PM
VIA ZOOM MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/88915096153?pwd=Qyt1M1dQVkFyNGtqWDJ6eWZLbEdzQT09>

Meeting ID: 889 1509 6153

Passcode: 437925

MEETING PROCESS	A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency
ROLL CALL	Attendance
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: December 29, 2020, January 30, 2021
ITEM 3	Treasurer's Report <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest• Review of Timesheets• Monies to Be Accepted
ITEM 4	Director's Report
ITEM 5	Budget Discussion
ITEM 6	Other
ITEM 7	Schedule Next Meeting

POSTED: FEBRUARY 3, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

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

As Library Director of the Tucker Library on behalf of the Board of Trustees, 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 for this electronic meeting.¹ All members of the Board of Trustees 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 US (New York) and Meeting ID: 889 1509 6153 Passcode: 437925, or by clicking on the following website address: <https://zoom.us/join>. Meeting ID: 889 1509 6153 Passcode: 437925

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 of Trustees at: <http://www.tuckerfreelibrary.org/current-meeting-agenda/>

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 428-3471/540-0947 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.

		<ul style="list-style-type: none"> c) Removed Personnel Policy discussion from this meeting. Will revisit changes to Personnel Policy after Town Meeting d) Charter Trust will make presentation after Town Meeting e) Changes in reporting meeting and financial information f) Trustees. Planning for the future. g) Bookkeeper Position 												
ITEM 5	<i>Page 10</i>	2021 Budget Discussion												
ITEM 6		Other												
ITEM 7		Next Meeting:												
ADJOURN PUBLIC SESSION	TIME:	<p>MOVE TO ADJOURN MEETING BY:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>NAME</th> <th>VOTE</th> </tr> </thead> <tbody> <tr> <td>Patti Osgood</td> <td></td> </tr> <tr> <td>Angelica Ladd</td> <td></td> </tr> <tr> <td>Debra Kreutzer</td> <td></td> </tr> <tr> <td>Anne Crotti</td> <td></td> </tr> <tr> <td>John Capuco</td> <td></td> </tr> </tbody> </table> <p>RECORDING SECRETARY:</p>	NAME	VOTE	Patti Osgood		Angelica Ladd		Debra Kreutzer		Anne Crotti		John Capuco	
NAME	VOTE													
Patti Osgood														
Angelica Ladd														
Debra Kreutzer														
Anne Crotti														
John Capuco														

MEETING PROCESS 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.**
5:32

MEETING PARTICIPANTS	PRESENT AT	OTHERS IN ROOM
Patti Osgood	YES	NO
Angelica Ladd	5:46	NO
Debra Kreutzer	YES	NO
Anne Crotti	YES	NO
John Capuco	YES	NO
Lynn Piotrowicz- DIRECTOR	YES	NO

ITEM 1 **Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.**

NAME OF PUBLIC MEMBER ATTENDING
HEIDI AUCOIN
TIA HOOPER

ITEM 2 **Minutes of Meeting: November 18, 2020**

MOVE TO ACCEPT: DEB KREUTZER **SECONDED BY: JOHN CAPUCO**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	Absent
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

ITEM 3 **Treasurer’s Report**

a) Y-T-D Summary & Monthly Expenditure Manifest

MOVE TO ACCEPT: JOHN CAPUCO **SECONDED BY: ANNE CROTTI**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	Absent
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

b) Personnel Timesheet Review

ACTION –Review suspended until able.

c) Monies to Be Accepted: **Martha Nemiccolo for the Mary F. Kjellman Fund \$50.00**
Carolyn & Rodney Patenaude for the Robert F. Fitch Fund \$300.00
Darby McGraw for the General Fund \$200.00

MOVE TO ACCEPT: PATTI OSGOOD **SECONDED BY: DEB KREUTZER**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	Absent
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

ITEM 4 **Director’s Report**

a) Holiday schedule reminder

12/31 (Thursday) Open 10-3, Closed 5-7
 1/1 (Friday) Closed

b) Update on Pandemic Service-Curbside will continue until re-accessed by the Trustees.

c) Friends’ annual meeting 12/6/2020.

New officers were voted in at the annual meeting.
 Friends decided on steps to move forward on 2021 membership initiative.
 Friends supporting Sunday at the Library for January and February 2021.
 Next meeting--Saturday January 30, 8:00.

Reminder from Director regarding Town Meeting 2021

- d) Trustees. Planning for the future. Reaching out to future trustees? Process?
- e) Attendance at various budget meetings. Mandatory trustee representation **highlighted**
January 5 Select Board Budget Review
January 19 Public Hearing for bonds over \$100K/Budget Review
JANUARY 20-29 SIGN UP FOR ELECTION
February 2 Public Hearing on operating budget
- f) **March 13 Town Meeting**

ITEM 5

End of Year Budget Discussion

Items put forth for future discussion:

- **Adoption of the Town Longevity Pay Policy and Benefits By-Back.**
- **Paying of NH Downloadable & Biblionix for next year out of this year's budget.**
- **Improvements to Library-possibility of a Moose Plate Grant for granite work.**

Move to encumber balance of 2020 funds to be used for 2021 expenses.

MOVE TO ACCEPT: PATTI OSGOOD SECONDED BY: JOHN CAPUCO

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

ITEM 6

OTHER. Invite Charter Trust to February meeting

ITEM 7

Next Meeting: February 9, 2021 at 5:30PM VIA Zoom

ADJOURN PUBLIC SESSION

MOVE TO ADJOURN MEETING BY: PATTI OSGOOD SECONDED BY: JOHN CAPUCO

6:05

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

RECORDING SECRETARY: ANNE CROTTI

January 30, 2021

TUCKER FREE LIBRARY TRUSTEES' MEETING MINUTES

**MEETING
PROCESS
1:00pm
ROLL CALL**

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

**ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START
OF MEETING.**

MEETING PARTICIPANTS	PRESENT AT	OTHERS IN ROOM
Patti Osgood	YES	NONE
Angelica Ladd	YES	NONE
Debra Kreutzer	YES	NONE
Anne Crotti	YES	NONE
John Capuco	YES	NONE
Lynn Piotrowicz- DIRECTOR	YES	NONE

ITEM 1

Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.

NAME OF PUBLIC MEMBER ATTENDING
Anthony Mento

ITEM 2

Budget Discussion

The purpose of this meeting was to discuss the board’s response to the determination by the town that the 2021 budget should be reduced \$14,000.00.

The trustees reviewed the budget in detail and considered the ramifications of this cut to future library community services.

After discussion, it was decided that Deb Kreutzer will present the board’s concerns at the public forum and Patti Osgood will present budget information during Public Hearing at the February 2nd Board of Selectman meeting.

**ADJOURN PUBLIC
SESSION**

MOVE TO ADJOURN MEETING BY: John Capuco

SECONDED BY: Angelica Ladd

2:11pm

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

RECORDING SECRETARY: Anne Crotti


Tucker Free Library
Treasurer's Report
Year - To - Date
January 2021 through December 2021

Jan 1- Feb 2

4-0000	Income	
4-1000	Town Appropriation	\$0.00
4-1010	Heating Oil Appropriation	\$0.00
4-2000	Personnel Appropriation	\$0.00
4-3510	Contribution Overdue	\$0.00
4-3520	Copier	\$6.00
4-3530	DVD FINES	\$0.00
4-3540	Non-Resident Cards	\$0.00
4-3550	Overdue Processing Fee	\$5.00
4-3560	Damaged/Lost Books	\$26.00
4-4035	COVID RELIEF FOR COVID RELATED EXPENSES	\$0.00
4-5010	Willis Cogswell Fund	\$0.00
4-5020	Town Trust Funds	\$0.00
4-5030	Established TrustFund Donation	\$600.00
4-5040	Memory/Honor Donations	\$0.00
4-5050	General Purpose Donation	\$0.00
4-6000	Sale of Surplus	\$0.00
4-7000	Cat's Meow Sold	\$0.00
4-7005	FOR FRIENDS OF TFL	\$0.00
4-7010	NHPA GRANT	\$0.00
4-7015	Moose Plate Grant	\$0.00
4-7020	NHHC Speaker Reimbursement	\$800.00
4-9200	Design Work	\$0.00
	Total Income	\$1,437.00
6-0000	Expenses	
6-1010	Heating Oil Appropriation	\$0.00
6-2000	Personnel Appropriation	\$0.00
6-2020	Meetings/Membership/Mileage	\$0.00
6-2030	Staff Development	\$0.00
6-3000	Books	\$829.00
6-3007	Downloadable Content	\$0.00
6-3010	Audio Books	\$0.00
6-3020	Periodicals	\$0.00
6-3030	DVD - Appropriation Fund	\$0.00
6-3035	DVD - Fine Revenue	\$0.00
6-4000	General Maintenance	\$721.00
6-4010	Building Repairs	\$0.00
6-4020	Utilities	\$435.00
6-4030	Supplies	\$0.00
6-4035	COVID RELATED Expenses	\$150.00
6-5010	Technical Maintenance	\$0.00
6-5020	Equipment	\$0.00
6-6000	Library Programs - Contracted	\$3,906.00
6-6010	Library Program -Speaker & Sup	\$0.00
6-6080	Bank Fees	\$0.00
6-6090	Trustees of the Trust Fund	\$575.00
6-6095	Friends of Tucker Free Library	\$0.00
6-7010	NHPA GRANT	\$0.00
6-7015	Moose Plate Grant	\$0.00
6-7020	NHHC Speaker Reimbursed	\$400.00
6-9100	Outreach	\$0.00
6-9200	Design Work	\$0.00
6-9300	Project Planning	\$0.00
	Total Expenses	\$7,216.00

PAYEE	DESCRIPTION	BUDGET CATEGORY	LINE ITEM	AMOUNT	CK #	CONFIRMATION #
CY2020 BILLS						
STAR LIGHT CLEANING	DECEMBER JANITORIAL	GENERAL BUILDING MTNC	6-4000	\$ 412.00		R34RY-BHZY4
TDS	December PHONE	Utilities	6-4020	\$ 43.71		R3FTT-J2LW4
TDS	DECEMBER FAX & SECURITY LINE	Utilities	6-4020	\$ 37.44		R3FTT-J230Z
Eversource	Electric	Utilities	6-4020	\$ 147.67		R44S6-48FO
Trustees of the Trust Fund -Henniker	Transfer 2020 Donations	Trustees of Trust Fund	6-6090	\$ 575.00		
BAKER & TAYLOR	ACQUISITIONS - BOOKS	ACQUISITIONS - BOOKS	6-3000	\$ 803.49		R44TG-5XRP6
CY2021 BILLS						
Park Street Foundation	Annual NHDB subscription	Library Programs - Contracted	6-6000	\$ 1,956.00		R3NWP-D1K44
Biblionix - Apollo	Annual ILS fees	Library Programs - Contracted	6-6000	\$ 1,950.00		R3NWP-D0HY2
Comcast Business	INTERNET	Utilities	6-4020	\$ 124.90		R3FTT-J16R3
ADAIR MULLIGAN	NH HUMANITIES PROGRAM	NH HUMANITIES REIMBURSED	6-7020	\$ 200.00		R3FWY-Z87VD
CHASE -	Reimburse Piotrowicz card	Zoom Subscription	6-4035	\$ 149.42		R4WBD-1KS6J
Helen Frink	NH Humanities Presenter	NH Humanities Reimbursed	6-7020	\$ 200.00		
SYNCB/Amazon	Books	ACQUISITIONS-BOOKS	6-3000	\$ 25.94		R5KSD-NCVC2
TDS	JANUARY PHONE	Utilities	6-4020	\$ 43.20		R5KSD-NF252
TDS	JANUARY FAX & SECURITY LINE	Utilities	6-4020	\$ 37.92		R5KSD-NDLYC
Star Light Cleaning	January Janitorial	General Building Mtnc	6-4000	\$ 309.00		r65BB-3H7RS
Monies to be Accepted						
Martha Nemiccolo	Mary F. Kjellman Fund			\$ 100.00		
Lois Fitch	Robert N. Fitch Fund			\$ 500.00		

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

 Date 2/2/2021

Lynn M. Piotrowicz

Date of Board Review: See 02/09/2021 Meeting Minutes for Vote Documentation

2021 Tucker Free Library Budget		APPROPRIATED IN 2020	2021 TRUSTEE BUDGET	CHANGE OVER 2020
PERSONNEL EXPENSES		\$ 199,076.09	\$ 201,648.44	\$ 2,572.35
6-2000	Library -- Wages	\$ 159,629.00	\$ 158,789.00	\$ (840.00)
	Library - Benefit: Health Insurance (Confirmed)	\$ 15,840.00	\$ 17,878.30	\$ 2,038.30
	Library - Benefits: Dental, Life, Disability (short & long)	\$ 831.84	\$	\$ (831.84)
	Library -- Fica (7.65% of Library Wages)	\$ 12,211.62	\$ 12,147.36	\$ (64.26)
	Library -- Retirement (11.17% of Eligible Wages)	\$ 8,387.99	\$ 9,333.14	\$ 945.15
	Library - Longevity Pay for Employees	\$ -	\$ 2,375.00	\$ 2,375.00
	Library -- Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ -
6-2020	Library -- Membership & Mileage	\$ 800.00	\$ 150.00	\$ (650.00)
6-2030	Library -- Staff Development	\$ 500.00	\$ 100.00	\$ (400.00)
ACQUISITION EXPENSES		\$ 21,150.00	\$ 16,350.00	\$ (4,800.00)
6-3000	Library Acquisition -- Books	\$ 17,250.00	\$ 14,000.00	\$ (3,250.00)
6-3010	Library Acquisitions -- Audio Books	\$ 1,750.00	\$ 1,200.00	\$ (550.00)
6-3020	Library Acquisitions -- Periodicals	\$ 1,400.00	\$ 400.00	\$ (1,000.00)
6-3030	Library Acquisitions -- DVD Appropriation Fund	\$ 750.00	\$ 750.00	\$ -
6-3035	Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	\$ 1,187.00	\$	\$ (1,187.00)
FACILITY MANAGEMENT EXPENSES		\$ 31,400.00	\$ 38,900.00	\$ 7,500.00
6-4000	Library General Maintenance -- Janitorial	\$ 9,000.00	\$ 19,500.00	\$ 10,500.00
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 3,900.00	\$ -
6-4020	Library Utilities (Total - Heating Oil)	\$ 9,591.80	\$ 7,581.80	\$ (2,010.00)
	Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	\$ 4,408.20	\$ 3,418.20	\$ (990.00)
6-4030	Library Bldg Maintenance Supplies	\$ 4,500.00	\$ 4,500.00	\$ -
TECHNOLOGY MANAGEMENT EXPENSES		\$ 3,000.00	\$ 500.00	\$ (2,500.00)
6-5010	Library Tech Maintenance	\$ 500.00	\$ 500.00	\$ -
6-5020	Library Equipment	\$ 2,500.00	\$ -	\$ (2,500.00)
PROGRAM EXPENSES		\$ 5,940.00	\$ 4,256.00	\$ (1,684.00)
6-6000	Library Program - Contracted Services	\$ 3,940.00	\$ 4,006.00	\$ 66.00
	Apollo (Set by vendor, can't be changed)	\$ 1,950.00	\$ 1,950.00	\$ -
	NHDB ebook/audiobook fee/magazine (Set by NHDB Consortium, can't be changed)	\$ 1,890.00	\$ 1,956.00	\$ 66.00
	Website	\$ 100.00	\$	\$ (100.00)
6-6010	Library Program - Speakers & Supplies	\$ 2,000.00	\$ 250.00	\$ (1,750.00)
TOTAL LIBRARY OPERATIONS BUDGET		\$ 260,566.09	\$ 261,654.44	\$ 1,088.35
LIBRARY REVENUE PROJECTIONS		\$ 31,187.00	\$ 30,000.00	\$ (1,187.00)
TOTAL PERSONNEL & OPERATIONAL APPROPRIATION		\$ 229,379.09	\$ 231,654.44	\$ 2,275.35
CHANGE OVER 2020 BUDGET		\$ -	\$ 2,275.35	\$ 2,275.35



THANKS FOR THE MEMORIES!