

**MEETING PROCESS** A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency-Read by Lynn Piotrowicz-Director

**ROLL CALL 5:30pm** ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING.

MEETING PARTICIPANTS	PRESENT	OTHERS IN ROOM
Patti Osgood	YES	NONE
Angelica Ladd	ABSENT	
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
Frances Tain
Joe Petrick

**ITEM 2** Minutes of Meeting: December 29, 2020

**MOVE TO ACCEPT: Patti Osgood**      **SECONDED BY: Debra Kreutzer**

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

Minutes of Meeting: January 30, 2021

**MOVE TO ACCEPT: Patti Osgood**      **SECONDED BY: Debra Kreutzer**

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: Patti Osgood**      **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

**ALL TIMESHEETS SIGNED THROUGH 2020, PLACED IN FILE FOR AUDIT REVIEW**

c) Monies to Be Accepted: **Martha Nemiccolo for the Mary F. Kjellman Fund \$100.00**  
**Lois Fitch for the Robert N. Fitch Fund \$500.00**

**MOVE TO ACCEPT: John Capuco**      **SECONDED BY: Patti Osgood**

NAME	VOTE
Patti Osgood	<b>YES</b>
Angelica Ladd	<b>ABSENT</b>
Debra Kreutzer	<b>YES</b>
Anne Crotti	<b>YES</b>
John Capuco	<b>YES</b>

**ITEM 4 Director's Report**

- a) Update on Pandemic Service – After discussion, it was agreed that the library would remain at curbside service through March Town Meeting. This decision will be re-evaluated at the next scheduled Board of Trustees meeting on March 24, 2021.
- b) Program Update-Erin is creating a “Story walk” for downtown Henniker. “Take and Make” packages are being talked about and are very popular. The Sundays at the Library program is showing successful attendance and receiving positive feedback.
- c) Removed Personnel Policy discussion from this meeting. We 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. Discussion
- f) Trustees. Planning for the future. Introduction of two new members. A new trustee orientation will be but together.
- g) Bookkeeper Position-Our current bookkeeper has resigned this position. Lynn will interview a possible replacement.

**ITEM 5 2021 Budget Discussion** –Trustees discussed BOS decision to cut \$14,000 from the library budget. It was decided to educate patrons and the public on how this reduction would impact services. Lynn, Deb and John will work on a statement that will be submitted to the news outlets, put on our Newsletter, Facebook Page and Website. The purpose of this statement is to create an understanding of how library money is budgeted and spent.

**ITEM 6 Other**-The position statement crafted by Lynn, Deb and John can be used as a basis for Town Meeting.  
  
Expression of thanks to Patti Osgood for her many years of service to the library and leadership of the Board of Trustees.

**ITEM 7 Next Meeting: March 24, 2021 at 5:30pm**

**ADJOURN  
PUBLIC  
SESSION  
6:56pm**

**MOVE TO ADJOURN MEETING BY: Patti Osgood**

**SECONDED BY: Deb Kreutzer**

NAME	VOTE
Patti Osgood	<b>YES</b>
Angelica Ladd	<b>ABSENT</b>
Debra Kreutzer	<b>YES</b>
Anne Crotti	<b>YES</b>
John Capuco	<b>YES</b>

**RECORDING SECRETARY: Anne Crotti**

## 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.<sup>1</sup> 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](mailto: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.

<sup>1</sup> 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.


**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 #
<b>CY2020 BILLS</b>						
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
<b>CY2021 BILLS</b>						
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
<b>Monies to be Accepted</b>						
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
<b>PERSONNEL EXPENSES</b>		\$ 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)
<b>ACQUISITION EXPENSES</b>		\$ 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)
<b>FACILITY MANAGEMENT EXPENSES</b>		\$ 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	\$ -
<b>TECHNOLOGY MANAGEMENT EXPENSES</b>		\$ 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)
<b>PROGRAM EXPENSES</b>		\$ 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)
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		\$ 260,566.09	\$ 261,654.44	\$ 1,088.35
<b>LIBRARY REVENUE PROJECTIONS</b>		\$ 31,187.00	\$ 30,000.00	\$ (1,187.00)
<b>TOTAL PERSONNEL &amp; OPERATIONAL APPROPRIATION</b>		\$ 229,379.09	\$ 231,654.44	\$ 2,275.35
<b>CHANGE OVER 2020 BUDGET</b>		\$ -	\$ 2,275.35	\$ 2,275.35