



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 OCTOBER 20, 2020 at 5:30 PM
VIA ZOOM MEETING – COMPLETE DIRECTIONS FOR ACCESS ON PAGE 2

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

Topic: Tucker Free Library Board of Trustees
Time: Oct 20, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83377939081?pwd=VVFhTWFMcHlnQVZNbnhWWDFhVys5dz09>

Meeting ID: 833 7793 9081

Passcode: 231676

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: September 24, 2020
ITEM 3	Treasurer's Report
ITEM 4	Director's Report
ITEM 5	Budget Discussion
ITEM 6	Policy Discussion <ul style="list-style-type: none">a) Employee Travel During COVIDb) Working During Pandemic Related Stay at Home Orders
ITEM 7	Town Meeting 2021 <ul style="list-style-type: none">a) Patti Osgood and Angelica Ladd are up for election. Planning for the future? Intentions? Reaching out to future trustees? Process?b) Attendance at various budget meetings
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: OCTOBER 13, 2020 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: 833 7793 9081 Passcode: 231676, or by clicking on the following website address: <https://zoom.us/join>. Meeting ID: 833 7793 9081 Passcode: 231676

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 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.

Item #	Supporting Documents	OCTOBER 20, 2020 5:30 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive																					
MEETING PROCESS	<i>Page 2</i>	A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency																					
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ITEM 4		Director's Report <ol style="list-style-type: none"> a) Holiday schedule for consideration 11/11 (Wednesday) Veteran's Day 11/26 & 11/27 (Thursday & Friday) Thanksgiving 12/24 & 12/25 (Thursday & Friday) Christmas 12/31 & 1/1 (Thursday & Friday) New Year b) VROOM project – grant program Early Learning NH/Bezo's Family Foundation c) Request from Weare Public Library d) Update on Pandemic Service & HVAC use (See Supplement Reading) e) Status of materials checked out prior to COVID closure 																					
ITEM 5	<i>Pages 10-12</i>	Budget Discussion (See supplemental Reading for correspondence)																					
ITEM 6	<i>Pages 13-18</i>	Policy Discussion <ol style="list-style-type: none"> a) Employee Travel During COVID (See Supplemental Reading for additional info) b) Working During Pandemic Related Stay at Home Orders (See supplemental info) 																					
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		<p>October 28 2021 Budget Due at Town Hall</p> <p>November 14 Select Board & Budget Advisory Review 8AM-4PM (NO APPT YET)</p> <p>December 1 Warrant Article Review (Any Bonds over 100K)</p> <p>December 15 Warrant Article Review (All remaining warrant articles)</p> <p>January 5 Select Board Budge Review</p> <p>January 19 Public Hearing for bonds over \$100K/Budget Review</p> <p>February 2 Public Hearing on operating budget</p> <p>March 13 Town Meeting</p>												
ITEM 8		Other												
ITEM 9		Next Meeting:												
ADJOURN PUBLIC SESSION	TIME:	<p>MOVE TO ADJOURN MEETING BY:</p> <table border="1"> <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	
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Supplemental Reading

HOW TO KEEP THE CORONAVIRUS AT BAY INDOORS (NY Times Article 9/27/2020)

<https://drive.google.com/file/d/1s62Zvk4bXkzD6qX0XcvHLrvCUAGe5MH5/view?usp=sharing>

2021 BUDGET CORRESPONDENCE FROM TOWN HALL

<https://drive.google.com/drive/folders/1JlqDhMCpz3M8OeS5ueAhkQqVidR8heid?usp=sharing>

TRAVEL DURING COVID AND EMPLOYEES

https://drive.google.com/drive/folders/1jQMaCSikKHj_1c4W2V0WTHAwfR43ki-z?usp=sharing

WORKING FROM HOME DURING COVID

<https://drive.google.com/drive/folders/1eivcj3PposYq2vWptGG1TICQY8Uvqu?usp=sharing>

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.

NAME OF MEETING PARTICIPANTS	PRESENT AT (time entered)	OTHERS IN ROOM
Patti Osgood	5:30	NO
Angelica Ladd	5:30	NO
Debra Kreutzer	5:30	NO
Anne Crotti	5:30	NO
John Capuco	5:30	NO
Lynn Piotrowicz- DIRECTOR	5:30	NO

ITEM 1

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

NAME OF PUBLIC MEMBER ATTENDING
NONE

ITEM 2

Minutes of Meeting: August 18, 2020

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 3

Treasurer’s Report & Budget Discussion

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

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

b) Personnel Timesheet Review

ACTION – Treasurer reviewed timesheets and signed all through August 23, 2020. Subsequent timesheet review suspended until able.

c) Monies to Be Accepted: **None**

ITEM 4

Friends’ Update:

a) There have been approximately 6 new members added to the previous 35 total.

b) The Friends will look into the NH Humanities seminar program for our Sunday at the Library Programs.

c) Annual Meeting date finalized for a Zoom meeting on December 6-at 2:00PM.

d) Next meeting scheduled for Saturday, October 24, at 8:00AM.

ITEM 5

Director’s Report

a) Direct deposit for staff payroll working well.

b) ILL is back up and running. First week of requests best characterized as brisk. Many of our Apollo friends have agreed to continue the lending partnerships that were formed during the state ILL breakdown.

c) Planning for future budgets. Significant state reimbursement reductions for 2021-22 on the horizon. As a result of NHMA survey, the NH State Library is working to create working groups and educational sessions to assist library directors/trustees deal with what may be coming. SEE NHMA Survey result link in Supplemental Reading. As of 9/16/2020 we have yet to receive any guidance from Town on expectations for submission in advance of budget season. During previous budget cycles, we were asked to submit budget to Town by mid-October. First budget meetings are typically the 1st and 3rd Saturday of November.

d) Final report accepted by the NH Preservation Alliance. See Dropbox link in Supplemental Reading for the complete document.

e) Staff time-off. Director out of building 10/13-10/19. Other staff members are also looking to

- schedule time-off. Will cover shifts with staff in building.
- f) Director will be participating along with colleagues from MBLC in a WebJunction Program on November 10th from 3-4PM. Title of the presentation: Accidental Facilities Manager. Follow link in Supplemental Reading for details.
 - g) Under the heading, still trying to crack this nut... I will be attending a virtual program on fundraising on 9/29 at 1PM. Focus of session is fundraising. Title of session: Reluctant Fundraiser? Not A Fundraiser? Not A Problem! Sure - there's tons of resources out there about fundraising, but most of them are designed for people who choose to be fundraising. What about all of the reluctant fundraisers? The EDs, board members, etc. who have to fundraise without a full-time fundraiser.

ITEM 6

Pandemic Service Plan – Update. Comments from the first 8 days.

Lynn provided update. Positive feedback from patrons and staff.

ITEM 7

Board Update/Town Meeting 2021 *Patti Osgood and Angelica Ladd are up for election (March 2021)*

ITEM 8

Other : None

ITEM 9

Next Meeting: 10/20/2020 5:30PM ZOOM

**ADJOURN PUBLIC
SESSION at 6:15**

MOVE TO ADJOURN MEETING BY: Patti Osgood

SECONDED BY: Deb Kreutzer

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

RECORDING SECRETARY: Anne Crotti

PAYEE	DESCRIPTION	BUDGET CATEGORY	LINE ITEM	AMOUNT	CONFIRMATION #
Amazon	Supplies	Supplies	6-4030	\$ 11.28	QS9XG-GRXRX
	Books	Acquisitions - Books	6-3000	\$ 70.23	
	Audio Book	Acquisitions- AUDIO	6-3010	\$ 27.15	
	COVID Supplies	COVID Supplies	6-4035	\$ 1,662.18	
TDS	Fax Line	Utilities	6-4020	\$ 37.39	QS9XG-GTP18
TDS	Business Line	Utilities	6-4020	\$ 44.41	QS9XG-GVDCR
Wilton Public Gregg Free Library	Lost ILL	Acquisitions - Books	6-3000	\$ 12.00	QSM9W-JYL6F
Star Light Cleaning	September Janitorial	Building Maintenance	6-4000	\$ 1,003.00	QSMDZ-9WGV3
Hampshire Fire Protection	Annual Extinguisher Check	Utilities	6-4020	\$ 35.00	QSQQ5-PNK0F
Comcast	Internet	Utilities	6-4020	\$ 124.90	QT3SQ-3N1CB
Baker & Taylor	Books	Acquisition - Books	6-3000	\$ 1,473.63	QT7J1-HZK9G
Eversource	Electric	Utilities	6-4020	\$ 173.73	QTB7T-99VYH

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

Lynn M. Piotrowicz

Date 10/09/2020

Date of Board Review: See 10/20/2020 Meeting Minutes for Vote Documentation

TRUST FUND								
Charter Trust					12/31/2018	3/7/2019	12/31/2019	10/9/2020
	SUBFUND	Starting Balance	12/31/2013	% of Fund				
	Cammett, Helen	\$ 5,001.13	\$ 6,506.69	3.15	\$ 7,217.58	\$ 7,717.92	\$ 8,399.62	\$ 8,657.46
	Childs, Anna	\$ 7,247.14	\$ 9,109.37	4.41	\$ 10,104.61	\$ 10,805.09	\$ 11,759.47	\$ 12,120.44
	Soderstrom, Ann	\$ 189,147.45	\$ 182,352.64	88.28	\$ 202,275.59	\$ 216,297.91	\$ 235,402.82	\$ 242,628.75
	TD Bank Refund	\$ 7,111.97	\$ 8,592.97	4.16	\$ 9,531.79	\$ 10,192.56	\$ 11,092.84	\$ 11,433.34
	Total of Funds	\$ 208,507.69	\$ 206,561.67	100%	\$229,129.58	\$245,013.49	\$266,654.76	\$274,840.00
TD Bank								
	Willis Cogswell - QTRLY REPORTING		\$ 407,576.11		\$ 341,727.77	\$ 341,727.77	\$ 387,192.97	\$ 379,027.65

Board Reviewed:

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

January 1, 2020 -October 09, 2020

		Selected Period	Budgeted	\$ Difference	Notes/Comments
4-0000	Income				
4-1000	Town Appropriation	\$23,833.49	\$229,379.00	\$205,545.51	<i>\$833 encumbered from 2019, 7/29/2020: \$111,614.23 (51%) of appropriation remains Through 9/30/2020</i>
4-1010	Heating Oil Appropriation	\$2,965.26	\$4,408.00	\$1,442.74	
4-2000	Personnel Appropriation	\$141,544.13	\$199,076.00	\$57,531.87	
4-3510	Contribution Overdue	\$32.00	\$0.00	(\$32.00)	
4-3520	Copier	\$285.50	\$0.00	(\$285.50)	
4-3530	DVD FINES	\$224.00	\$0.00	(\$224.00)	
4-3540	Non-Resident Cards	\$50.00	\$0.00	(\$50.00)	
4-3560	Damaged/Lost Books	\$125.79	\$0.00	(\$125.79)	
4-3570	Damaged/Lost Audio	\$24.00	\$0.00	(\$24.00)	
4-4035	COVID-19 Funds	\$2,864.24	\$4,089.87	\$1,225.63	
4-5010	Willis Cogswell Fund	\$13,574.49	\$18,967.92	\$5,393.43	
4-5020	Town Trust Funds	\$13,319.00	\$13,319.00	\$0.00	
4-5030	Established Trust Fund Donation	\$225.00	\$0.00	(\$225.00)	
4-5040	Memory/Honor Donations	\$472.76	\$0.00	(\$472.76)	
4-5050	General Purpose Donation	\$300.00	\$0.00	(\$300.00)	
4-6000	Sale of Surplus	\$48.00	\$0.00	(\$48.00)	
4-7000	Cat's Meow Sold	\$20.00	\$0.00	(\$20.00)	
4-7005	FOR FRIENDS OF TFL	\$25.00	\$25.00	\$0.00	<i>Money for Friends that came in as TFL</i>
4-7010	NHPA GRANT	\$1,750.00	\$1,750.00	\$0.00	<i>NHPA Grant was for \$1750 + matching \$1750</i>
4-7015	Moose Plate Grant	\$3,120.00	\$3,120.00	\$0.00	<i>\$3120 receive in 2019, represents remaining 50%</i>
4-7020	NHHC Speaker Reimbursement	\$400.00	\$400.00	\$0.00	
4-9200	Design Work	\$46,655.50	\$49,369.44	\$2,713.94	<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	\$2,965.26	\$4,408.00	\$1,442.74	
6-2000	Personnel Appropriation	\$141,544.13	\$199,076.00	\$57,531.87	
6-2020	Meetings/Membership/Mileage	\$150.00	\$800.00	\$650.00	
6-2030	Staff Development	\$25.00	\$500.00	\$475.00	
6-3000	Books	\$11,356.76	\$17,250.00	\$5,893.24	
6-3007	Downloadable Content	\$857.59	\$0.00	(\$857.59)	<i>COVID19 content to ease the burden on statewide holds</i>
6-3010	Audio Books	\$915.41	\$1,750.00	\$834.59	
6-3020	Periodicals	\$300.97	\$1,400.00	\$1,099.03	
6-3030	DVD - Appropriation Fund	\$0.00	\$750.00	\$750.00	
6-3035	DVD - Fine Revenue	\$1,021.76	\$1,187.00	\$165.24	
6-4000	General Maintenance	\$5,174.50	\$9,000.00	\$3,825.50	
6-4010	Building Repairs	\$609.36	\$3,900.00	\$3,290.64	
6-4020	Utilities	\$4,180.18	\$9,592.00	\$5,411.82	<i>See 6-1010 for additional utility expense</i>
6-4030	Supplies	\$2,124.56	\$4,500.00	\$2,375.44	
6-4035	COVID-19 Supplies	\$7,415.47	\$4,089.87	(\$3,325.60)	<i>Submitted to Town of Henniker for GOEFFER Reimbursement</i>
6-5010	Technical Maintenance	\$310.00	\$925.00	\$615.00	<i>\$425 encumbered from 2019</i>
6-5020	Equipment	\$962.00	\$4,800.00	\$3,838.00	<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	\$123.83	\$2,000.00	\$1,876.17	
6-6080	Bank Fees	\$20.00	\$24.00	\$4.00	
6-6090	Trustees of the Trust Fund	\$225.00	\$225.00	\$0.00	
6-7005	FOR FRIENDS OF TFL	\$25.00	\$25.00	\$0.00	
6-7010	NHPA GRANT	\$1,750.00	\$1,750.00	\$0.00	<i>Reimbursement from NHPA, report final</i>
6-7015	Moose Plate Grant	\$3,120.00	\$3,120.00	\$0.00	
6-7020	NHHC Speaker Reimbursed	\$400.00	\$400.00	\$0.00	
6-9100	Outreach	\$0.00	\$730.00	\$730.00	<i>\$730 encumbered from 2019</i>
6-9200	Design Work	\$46,655.50	\$49,369.00	\$2,713.50	
6-9300	Project Planning	\$0.00	\$1,000.00	\$1,000.00	<i>\$1000 encumbered from 2019</i>

BUDGET CATEGORIES	APPROPRIATED IN 2020	EXPENDED THUS FAR (12 Weeks Remaining)	2021 TRUSTEE BUDGET	CHANGE OVER 2020	Suggested 2021 Budget (With 27 hours thru 2021) 3.6% DECREASE	CHANGE OVER 2020	2021 Suggested Budget (With 1st QT 27 & Remain 42 hours) 1.94% DECREASE	CHANGE OVER 2020
PERSONNEL EXPENSES	\$ 199,076.09	\$ 141,719.13	\$ -	\$ (199,076.09)	\$ 193,333.08	\$ (5,743.01)	\$ 197,171.35	\$ (1,904.74)
6-2000 Library -- Wages	\$ 159,629.00	\$ 115,766.19		\$ (159,629.00)	\$ 153,224.00	\$ (6,405.00)	\$ 156,789.52	\$ (2,839.48)
Library - Benefit: Health Insurance (Confirmed)	\$ 15,840.00	\$ 11,562.17		\$ (15,840.00)	\$ 17,878.30	\$ 2,038.30	\$ 17,878.30	\$ 2,038.30
Library - Benefits: Dental, Life, Disability (short & long)	\$ 831.84			\$ (831.84)				\$ (831.84)
Library -- Fica (7.65% of Library Wages)	\$ 12,211.62	\$ 8,728.88		\$ (12,211.62)	\$ 11,721.64	\$ (489.98)	\$ 11,994.39	\$ (217.23)
Library -- Retirement (11.17% of Eligible Wages)	\$ 8,387.99	\$ 5,486.89		\$ (8,387.99)	\$ 9,333.14	\$ 945.15	\$ 9,333.14	\$ 945.15
Library -- Workers Comp/Unemp Ins	\$ 875.64			\$ (875.64)	\$ 876.00	\$ 0.36	\$ 876.00	\$ 0.36
6-2020 Library -- Membership & Mileage	\$ 800.00	\$ 150.00		\$ (800.00)	\$ 150.00	\$ (650.00)	\$ 150.00	\$ (650.00)
6-2030 Library -- Staff Development	\$ 500.00	\$ 25.00		\$ (500.00)	\$ 150.00	\$ (350.00)	\$ 150.00	\$ (350.00)
ACQUISITION EXPENSES	\$ 21,150.00	\$ 12,573.14		\$ (21,150.00)	\$ 16,350.00	\$ (4,800.00)	\$ 16,350.00	\$ (4,800.00)
6-3000 Library Acquisition -- Books	\$ 17,250.00	\$ 11,356.76		\$ (17,250.00)	\$ 14,000.00	\$ (3,250.00)	\$ 14,000.00	\$ (3,250.00)
6-3010 Library Acquisitions -- Audio Books	\$ 1,750.00	\$ 915.41		\$ (1,750.00)	\$ 1,200.00	\$ (550.00)	\$ 1,200.00	\$ (550.00)
6-3020 Library Acquisitions -- Periodicals	\$ 1,400.00	\$ 300.97		\$ (1,400.00)	\$ 400.00	\$ (1,000.00)	\$ 400.00	\$ (1,000.00)
6-3030 Library Acquisitions -- DVD Appropriation Fund	\$ 750.00	\$ -		\$ (750.00)	\$ 750.00	\$ -	\$ 750.00	\$ -
6-3035 Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	\$ 1,187.00	\$ 1,021.76		\$ (1,187.00)	\$ 224.00	\$ (963.00)	\$ 224.00	\$ (963.00)
FACILITY MANAGEMENT EXPENSES	\$ 31,400.00	\$ 15,053.86		\$ (31,400.00)	\$ 34,400.00	\$ 3,000.00	\$ 34,400.00	\$ 3,000.00
6-4000 Library General Maintenance -- Janitorial	\$ 9,000.00	\$ 5,174.50	\$ 15,000.00	\$ 6,000.00	\$ 15,000.00	\$ 6,000.00	\$ 15,000.00	\$ 6,000.00
6-4010 Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 609.36		\$ (3,900.00)	\$ 3,900.00	\$ -	\$ 3,900.00	\$ -
6-4020 Library Utilities (Total - Heating Oil)	\$ 9,591.80	\$ 4,180.18		\$ (9,591.80)	\$ 7,581.80	\$ (2,010.00)	\$ 7,581.80	\$ (2,010.00)
Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	\$ 4,408.20	\$ 2,965.26		\$ (4,408.20)	\$ 3,418.20	\$ (990.00)	\$ 3,418.20	\$ (990.00)
6-4030 Library Bldg Maintenance Supplies	\$ 4,500.00	\$ 2,124.56		\$ (4,500.00)	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -
TECHNOLOGY MANAGEMENT EXPENSES	\$ 3,000.00	\$ 1,272.00		\$ (3,000.00)	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
6-5010 Library Tech Maintenance	\$ 500.00	\$ 310.00		\$ (500.00)	\$ 500.00	\$ -	\$ 500.00	\$ -
6-5020 Library Equipment	\$ 2,500.00	\$ 962.00		\$ (2,500.00)	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
PROGRAM EXPENSES	\$ 5,940.00	\$ 3,963.83		\$ (5,940.00)	\$ 4,006.00	\$ (1,934.00)	\$ 4,006.00	\$ (1,934.00)
6-6000 Library Program - Contracted Services	\$ 3,940.00	\$ 3,840.00		\$ (3,940.00)	\$ 4,006.00	\$ 66.00	\$ 4,006.00	\$ 66.00
Apollo (Set by vendor, can't be changed)	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -	\$ 1,950.00	\$ -	\$ 1,950.00	\$ -
NHDB ebook/audiobook fee/magazine (Set by NHDB Consortium, can't be changed)	\$ 1,890.00	\$ 1,890.00	\$ 1,956.00	\$ 66.00	\$ 1,956.00	\$ 66.00	\$ 1,956.00	\$ 66.00
Website	\$ 100.00	\$ -		\$ (100.00)	\$ 100.00	\$ -	\$ 100.00	\$ -
6-6010 Library Program - Speakers & Supplies	\$ 2,000.00	\$ 123.83		\$ (2,000.00)	\$ -	\$ (2,000.00)	\$ -	\$ (2,000.00)
TOTAL LIBRARY OPERATIONS BUDGET	\$ 260,566.09	\$ 174,581.96		\$ (260,566.09)	\$ 251,089.08	\$ (9,477.01)	\$ 254,927.35	\$ (5,638.74)
LIBRARY REVENUE PROJECTIONS	\$ 31,187.00	\$ 28,668.29		\$ (31,187.00)	\$ 30,000.00	\$ (1,187.00)	\$ 30,000.00	\$ (1,187.00)
TOTAL PERSONNEL & OPERATIONAL APPROPRIATION	\$ 229,379.09	\$ 145,913.67		\$ (229,379.09)	\$ 221,089.08	\$ (8,290.01)	\$ 224,927.35	\$ (4,451.74)
CHANGE OVER 2020 BUDGET	\$ -			\$ -	\$ (8,290.01)	\$ (8,290.01)	\$ (4,451.74)	\$ (4,451.74)
BUILDING RENOVATION PROJECT				\$ -		\$ -		\$ -
6-9000 Feasibility Study (2018 Building Fund Approved at Town Meeting)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
6-9100 Outreach	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
6-9200 Design Work	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
6-9300 Project Planning	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
6-9400 Capital Campaign Consultant	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL APPROPRIATION	\$ 229,379.09	\$ -		\$ (229,379.09)	\$ 221,089.08	\$ (8,290.01)	\$ 224,927.35	\$ (4,451.74)

BUDGET CATEGORIES		DIRECTOR'S NARRATIVE
PERSONNEL EXPENSES		
6-2000	Library -- Wages	Dependent on the number of hours the trustees wish to be open. Propose waiting to expand hours until April (or once budget passes) if budget process is amiable. If we remain at 27 hours per week this amount would be \$153,222. If we expand hours in quarters 2-4 to 42 hours per week the payroll would be \$156,789. This would be a reduction of 3 hours per week over prepandemic, closing on evenings at 7PM as opposed to 8PM.
	Library - Benefit: Health Insurance	This number will be finalized in November. Assumes a 10% increase in July.
	Library - Benefits: Dental, Life, Disability (short & long)	
	Library -- Fica (7.65% of Library Wages)	Based on final number on wages
	Library -- Retirement	Group I wages 11.17% Jan-Jun. 14.06% Jul-Dec
	Library -- Workers Comp/Unemp Ins	Set by Russ Roy at \$875
6-2020	Library -- Membership & Mileage	Maintain trustees' membership in NHLTA at \$50/trustee. Conference and meeting attendance discouraged so little or no mileage.
6-2030	Library -- Staff Development	Used primarily to reimburse new employees for \$25.00 criminal background checks. No new hires anticipated.
ACQUISITION EXPENSES		
6-3000	Library Acquisition -- Books	Continue tightening belt. We have only expended \$11,200.00 thus far in 2020. Purchasing materials that are proven. If 2021 finds us offering limited COVID service, patrons turn to eContent.
6-3010	Library Acquisitions -- Audio Books	Maintain a limited budget to purchase routine authors as 1) fewer people are commuting, 2) new cars no longer have CD players thus decreased demand.
6-3020	Library Acquisitions -- Periodicals	Eliminate many of the periodicals based on little use in 2020 and decreased use in 2021 if COVID continues to be an issue.
6-3030	Library Acquisitions -- DVD Appropriation Fund	COVID has caused use of our DVD collection to plummet along with the limited availability of new content.
6-3035	Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	We had collected \$224 in fines prior to COVID closure. We have not reinstated fines.
FACILITY MANAGEMENT EXPENSES		
6-4000	Library General Maintenance -- Janitorial	COVID deep cleaning is approximately \$375 per week. I have based this increase on a need for this level of cleaning through the spring of 2021. If we are still in need of this level of cleaning after June we may have to reconsider expense and cut budget elsewhere.
6-4010	Library General Maintenance -- Blding Repairs	Kept the same
6-4020	Library Utilities (Total - Heating Oil)	Taking into account the LED project completed in early 2020 and the significant decrease in electric use because of that project I feel comfortable decreasing this line by \$2000.
	Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	The Town has contracted with Ayer & Goss for \$1.899 per gal on heating oil. We routinely estimate use of 1800 gallons
6-4030	Library Blding Maintenance Supplies	Suggest not changing this as we may need to purchase additional PPE and cleaning supplies depending on the longevity of the COVID crisis.
TECHNOLOGY MANAGEMENT EXPENSES		
6-5010	Library Tech Maintenance	Remains the same.
6-5020	Library Equipment	This amount can be reduced significantly if COVID crisis persists. Since removing computers from the youth area, we have surplus supplies should we need to replace a computer that breaks down.
PROGRAM EXPENSES		
6-6000	Library Program - Contracted Services	We are contractually bound for expenses for services in this area.
	Apollo (Set by vendor, can't be changed)	
	NHDB ebook/audiobook fee/magazine (Set by NHDB Consortium, can't be changed)	
	Website	Maintain \$100 budget to allow for upgrades to plugins and widgets that we currently use on our website.
6-6010	Library Program - Speakers & Supplies	As long as COVID conditions persist we will not engage in programming. Decrease to zero.

THOUGHTS ON 2021 BUDGET

Can we encumber unused ACQUISITIONS money and apply it to CONTRACTED SERVICES for 2021 (Apollo \$1950 and NHDB \$1956)

Can we encumber any unused UTILITY/MAINTENANCE money and apply it to 2021 JANITORIAL

If we get to a point where we can resume programming, perhaps we can ask FTFL for assistance

New revenue streams? Passport service,....

Town of Henniker

COVID-19 Travel and Quarantine Policy

Situation

The novel coronavirus disease 2019 (COVID-19) pandemic continues around the world and within the United States. Many countries are showing an increasing number of COVID-19 infections and new outbreaks, including countries that have originally brought their original outbreaks under control. Even the United States is currently experiencing an accelerating pandemic and most states outside of New England are experiencing worsening outbreaks or uncontrolled community transmission. A Level 3 Global Pandemic Travel Health Notice is still in place by the CDC, which recommends against any non-essential travel to global destinations.

The CDC has also issued a Level 3 Travel Health Notice recommending that travelers defer all cruise travel worldwide. Therefore, any travel internationally or domestically increases your chances of getting infected and spreading COVID-19; staying home is the best way to protect yourself and others from getting sick.

Because travel increases a person's chance of getting COVID-19 through close contact with others or contaminated public surfaces, anybody traveling should continue to avoid large gatherings and public areas, keep a distance of at least 6 feet from others, wear a cloth face covering when in public areas, and frequently sanitize their hands.

AMENDMENT BY TUCKER FREE LIBRARY BOARD OF TRUSTEES

Any library employee traveling beyond NH borders is required to follow specific Town of Henniker Travel and Quarantine Guidelines listed below. Furthermore, the employee is required to wait a period of 72 hours after returning to NH to take a COVID-19 test. Once the results are in and negative, the employee shall present the relevant document to supervisor and may return to work.

While the employee is awaiting the end of the 72-hour period they are eligible to work from home under the direction of their supervisor or opt to use additional paid-time off.

Any employee traveling outside of New England should consult NH DHHS Guidelines. STATE OR FEDERAL DIRECTIVES SUPERCEDE local or library directives. See [NH DHHS](#) for current guidelines.

Specific Town of Henniker Travel and Quarantine Guidelines

- The Town of Henniker until further notice will not authorize any non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).
- The Town strongly discourages personal international and domestic travel outside of the New England states.
- The Town strongly discourages personal travel on cruise ships.
- Any employee choosing to travel internationally (including Canada), on a cruise ship, or domestically outside of Maine, Vermont, Massachusetts, Connecticut, or Rhode Island shall quarantine for 14 days upon return from said travel and may not return to work.
- Unless exhausted, employees required to quarantine under these guidelines may take up to 80 hours of emergency paid sick leave as established under the Families First Coronavirus Response

Act during this quarantine. If emergency paid sick leave is declined or exhausted, employees will be unpaid during quarantine unless they choose to use appropriate, available paid leave during this quarantine period.

- If a quarantined employee wishes to return to work sooner, they may voluntarily obtain and provide documentation of a reliable, negative COVID-19 test from an authorized provider; copy of the results shall be provided directly to Supervisor.
- Employees who are quarantining under this policy should refrain from any travel that may subject them to an additional 14-day quarantine period. In the event of such additional travel, the employee's quarantine will be appropriately extended.

This policy will be effective upon approval by the Board of Selectmen and will apply to employees, both full and part-time. This policy will be reviewed when NH DHHS publishes a revised COVID-related travel guidance or by December 31, 2020, whichever is earlier.

By: Henniker Board of Selectmen

Kris Blomback, Chairman

Tia Hooper, Vice Chairman

Peter Flynn

Leon Parker

Scott Osgood

Date: _____

New Hampshire COVID-19 General Travel and Quarantine Guidance, & Employer Screening and Exclusion Criteria

August 27, 2020

Situation

The novel coronavirus disease 2019 (COVID-19) pandemic continues around the world and within the United States. Many countries are showing an increasing number of COVID-19 infections and new outbreaks, including countries that have originally brought their original outbreaks under control, and many international travel destinations continue to have a [Level 3 Travel Health Notice](#) indicating COVID-19 risk is high. Many states outside of New England also continue to experience high rates of infection and/or uncontrolled community transmission (see [individual state trends](#)). Therefore, any travel internationally or locally increases your chances of getting infected and spreading COVID-19; staying home is the best way to protect yourself and others from getting sick.

General Travel and Quarantine Guidance

The CDC has guidance for people [traveling within the United States](#). Because travel increases a person's chance of getting COVID-19 through close contact with others or contaminated public surfaces, anybody traveling should continue to avoid large gatherings and public areas, keep a distance of at least 6 feet from others, wear a cloth face covering when in public areas, and frequently sanitize their hands.

NH residents or out-of-state visitors traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) need to [self-quarantine](#) for the first 14 days of any intended stay in NH after travel (starting from the last day of their travel outside New England). This recommendation is irrespective of the mode of transportation for travel (public vs. private transportation). It is also acceptable for travelers to New Hampshire to self-quarantine in their home state prior to arrival as long as they do not travel on public transportation.

Travel Guidance for Employers

- Do not permit non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).
- Discourage personal international and domestic travel outside of the New England states.
- Discourage personal travel on cruise ships.
- Any persons traveling internationally (including Canada), on a cruise ship, or domestically outside of Maine, Vermont, Massachusetts, Connecticut, or Rhode Island for non-essential purposes must quarantine for 14 days after return. Occupational Medicine and businesses should screen staff for such travel before returning to work after vacation. Other New England-based domestic travel risks can be assessed by Occupational Medicine on a case-by-case basis.
 - "Essential travel" includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medication or for work. Employees who travel outside of the New England states for personal or leisure reasons cannot rely on this exemption.

Employee Illness and Risk Screening

- Facilities and businesses should ask screening questions to assess risk for COVID-19 every day before an employee is allowed to work:
 - Do you have any [symptoms of COVID-19](#) or fever of 100.4 degrees Fahrenheit or higher? Symptoms of COVID-19 can include:
 - Fever, or feeling feverish;
 - Respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - General body symptoms such as muscle aches, chills, and severe fatigue;
 - Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
 - Changes in a person's sense of taste or smell.
 - Have you had close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer "no" because they are not considered to have a COVID-19 exposure)
 - Have you traveled in the prior 14 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island for non-essential purposes?

Employee Exclusion

Persons with any new or unexplained COVID-19 symptoms (even if only mild symptoms), those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors must **not** be allowed into the facility unless they are eligible for the exceptions outlined in this document:

- [Symptomatic persons](#) should be instructed to contact their health care provider to be tested for COVID-19 and must [self-isolate](#) at home.
 - If the person tests [negative](#) with an appropriate test to detect active COVID-19, they may return to work when symptoms improve and they are fever-free for at least 24 hours off fever-reducing medication. If the person had close contact with a person with suspected or confirmed COVID-19 or travel risk factors in the prior 14 days they must still complete their 14-day quarantine even if they test negative unless they meet the exceptions outlined below.
 - If the person tests [positive](#) or they are [not tested](#), they must isolate at home until symptom-based criteria are met for [discontinuation of isolation](#):
 - At least 10 days have passed since symptoms first started,
AND
 - At least 24 hours have passed since last fever (off any fever-reducing medications),
AND
 - Symptoms have improved
- [Asymptomatic persons](#) reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the travel-related risk factors must [self-quarantine](#) for 14 days from their last exposure or return from travel unless they meet the exceptions outlined below. Testing for COVID-19 does not allow a person to be released early from their 14 day quarantine.

Exceptions to Quarantine Requirements

Exceptions to quarantine requirements following close contact to someone suspected or confirmed with COVID-19, or travel outside New England for non-essential purposes are not recommended and should not be standard practice. All efforts should be made to allow employees to work remotely during their quarantine period. Exceptions should only be made for employees that work in the critical infrastructure sectors listed below AND who are deemed essential to the functioning of the business. Essential critical infrastructure employees may be permitted to work during the quarantine period if all of the following criteria are met:

- The employee is not exhibiting any signs or symptoms of COVID-19;
- The employee is not a household contact to a confirmed case of COVID-19;
- The employee is deemed essential to the functioning of the business and substantial business impact would be experienced if the employee does not work in person;
- The employee cannot conduct essential functions remotely;
- There is no replacement personnel for the employee;
- The employee works in a [critical infrastructure sector](#);
- The employee self-quarantines for all other purposes other than reporting to work;
- The employee wears a mask, maintains at least 6 feet of separation from other employees and customers, and participates in daily health screening while at work or other public locations as outlined in CDC [guidance](#).
 - Healthcare workers must follow healthcare worker-specific [guidance](#).

Specialized or technical workers who must come to New Hampshire from other locations to support critical infrastructure businesses are permitted to stay overnight in New Hampshire hotels without quarantining in their home state prior to arrival. They must follow the other guidance above pertaining to mask wearing and social distancing while at work and in public settings (e.g., transiting through their hotel, getting take-out food, etc.), and they must quarantine and stay out of public settings when not working.

Isolation and Quarantine Summary

	Household Contact (highest risk) to someone suspected or confirmed to have COVID-19 in past 14 days	Non-Household Close Contact with someone suspected or confirmed to have COVID-19 in past 14 days	Traveled outside NH, VT, ME, MA, CT, RI or by cruise ship	Traveled within NH, VT, MA, CT, RI or ME or No Travel
New or unexplained symptom of COVID-19	Isolate, Get Tested, If negative Self-Quarantine for 14 days from last day of exposure (no exceptions)	Isolate, Get Tested, If negative Self-Quarantine for 14 days from last day of exposure (unless essential employee as outlined above)	Isolate, Get Tested, If negative Self-Quarantine for 14 days from last day of travel (unless essential travel – see definition below)	Isolate, Get Tested, If negative then person can return to normal activities once without fever for at least 24 hours (off fever reducing medications) and other symptoms improving
Asymptomatic	Self-Quarantine for 14 days from last day of exposure (no exceptions), Get tested	Self-Quarantine for 14 days from last day of exposure (unless essential employee as outlined above), Get tested	Self-Quarantine for 14 days from last day of travel (unless essential travel – see definition below)	No restrictions
Positive Test for COVID-19	Self-Isolate	Self-Isolate	Self-Isolate	Self-Isolate

Essential Travel: Essential travel includes personal safety, medical care, care of others, parental shared custody, for food, beverage or medication or for work. Employees who travel outside of the New England states for personal or leisure reasons cannot rely on this exemption.

What is the difference between Isolation and Quarantine?

Isolation applies to people who are sick and quarantine applies to people who have been potentially exposed. They both mean to stay home away from others, but the time required for each differs. See this overview of differences [online](#).