
TUCKER FREE LIBRARY BOARD OF TRUSTEES

Member Orientation – 2021

Saturday
April 3, 2021
8:00-10:00 AM

NH ROOM
Tucker Free Library

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Get to know Tucker Free Tour! What's behind that door tour?

You are entrusted with the public library

A board of library Trustees is a group of citizens to whom the public library is entrusted. The trustees are vested with the entire custody and management of the library. They select a librarian (often called the library director), adopt policies to govern the library's operation, and work for adequate financial support of the library. They have the power to expend all funds provided to the library, and determine how they will be spent. ([NHLTA Trustee Manual](#), page 7)

[CHAPTER 202-A PUBLIC LIBRARIES \(state.nh.us\)](#)

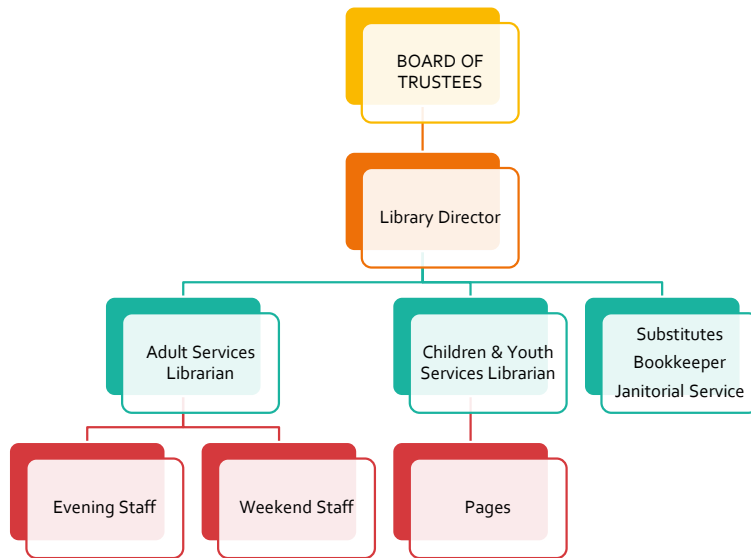
[A great addition to your toolbox - NH Municipal Association](#)

Essential Responsibilities of the Trustee

- Recruits, appoints, supervises and reviews performance of the library director.
- Abides by Right to Know Laws of the State of New Hampshire
- Establishes, reviews and revises all policies, including but not limited to personnel, material selection/use and the use of the building.
- Enforces all local, state and federal laws that pertain to the library, library employees and the accessibility of materials to the public.
- Prepares the annual budget in consultation with the director.
- Presents and defends the budget to the municipal budgetary authority.
- Has sole authority to determine budget lines for expenditures and move monies from one budget line to another.
- Reviews budget on a regular basis and approves expenditures for unforeseen circumstances.
- Maintains library revenue in a separate non-lapsing account from the operating budget; approves all expenditures of those funds.
- Provides adequate insurance to cover the building equipment, collection materials, and their replacement costs.
- Adopts, reviews and revises bylaws, rules and regulations for the board's own transaction of business and for the governance of the library.
- Develops and approves the mission statement for the library; contributes to and approves the development of short and long term goals for the library.
- Actively participates in and contributes to the meetings and work of the board.
- Supports all decisions made by the board.
- Acts as a member of a board and assumes individually only those duties delegated by the board.

- Acquires full knowledge and awareness of local, state and federal laws pertaining to the governance of a public library.
- Seeks training opportunities for enhancing the performance of trustee duties and responsibilities.
- Advocates for the library and library service in the community, state and nation.
- Participates in state and national library organizations.

Who's Who at Tucker Free Library



List of library staff, positions, date of hire (maybe birthday)

Staff Member	Title/Position	Hire Date	D.O.B.
Lynn M. Piotrowicz	Director	5/2005	
Denise Getts	Adult Services Librarian	11/2005	
Erin Longan	Children & Youth Librarian	5/2011	
Lynne Lawrence	Evening Librarian	5/2010	
Joshua Colby	Weekend Librarian	12/2013	
Delaney Forestall	Page	7/2018	
Bryna Newcomb	Page	12/2019	
Grace Caplan	Page - Substitute	6/2019	
Penelope "Penny" Petkiewicz	Substitute	5/2015	
Marcia Stansfield	Substitute	2/2020	
Rose Jansen	Substitute	5/2019	

For Complete Job descriptions of staff see Appendix at [Policy & Procedure Manual – v.2021 – Tucker Free Library](#)

List of library trustees, including trustee address, phone, email, term expiration, mode of communication ranked

TRUSTEE	PHONE	EMAIL	TERM	PREFERRED CONTACT
LYNN PIOTROWICZ			DIRECTOR	1- Text 2 - Email
Debra Kreutzer			2023	
John Capuco			2023	
Anne Crotti			2022	
Fran Tain			2024	
E. Joseph Petrick			2024	

How the Board and Director work together (and let's add the Friends as well)

AREA	BOARD OF TRUSTEES	DIRECTOR	FRIENDS
<i>Mission and Plans</i>	Develop with director, approve, track progress	Develop with board, implements, reports progress	Support quality library service through fund raising, volunteerism, and advocacy
<i>Day-to-day Operation</i>	Establishes policies. Makes recommendations to Director	Chief Administrative Officer	
<i>Policies</i>	Develop, approve, periodically review	Recommends, implements	Support the policies of the library as adopted by the library board
<i>Budget</i>	Develops with director. Allocates, presents, sole legal responsibility	Develops with Board, recommends improvements, maintains audit trail, prepares financial reports	Conduct fund raising to support the library's mission and plans.
<i>Personnel</i>	Hires director. Grievance process. Dismissal of employees	Presents hires to board. Supervises all staff. Schedules, maintains personnel records, makes recommendations to board regarding pay.	
<i>Building</i>	Budget for repairs, plans for renovations and expansion, signs contracts	Oversees, obtains bids; authorized to do emergency repairs, monitors people performing work in building	
<i>Collection</i>	Arbiter when challenges are presented based on collection policies	Develops collection plan, budget expenses, authorizes purchases	
<i>Public Relations</i>	Ambassador & Advocate	Public relations planning and spokesperson for library operations	Promote the mission of the library within the community. Advocate for the library
<i>Local Government</i>	Acts as board in support of library needs	Acts on the direction of board to support library operations and services	Maintain a liaison to the library board

Succession planning

- No matter how dedicated and effective, no trustee should serve indefinitely.
- A good practice would be to voluntarily limit yourself to two or three consecutive terms of service.
- New members bring fresh ideas and new perspectives; broaden the representation of the library in the community, and the community in the library.
- Note that it is not within the power of trustees to adopt a policy or bylaw defining term limits.
- The RSAs do not authorize a library board to limit the number of terms a trustee may serve.
- It is beyond the permissible scope of RSA 202-A:11, I, that allows the adoption of bylaws, rules, and regulations for the board's "own transaction of business" and "the government of the library." There is no limitation on the number of times a person can run for election to the trustee board. If elected, they serve their term until their successor is elected and qualified, per RSA 202-A:6.

[NHLTA Trustee Manual](#), page 9

Details specific to the Tucker Free Library

- The board of trustee's by-laws

[TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL](#)

- The charter/history of your library

[Library Stories & Pictures – Tucker Free Library](#)

[Individual Inventory of Historic Places – Tucker Free Library](#)

[Tucker Free Library Story by Lynn M. Piotrowicz – Tucker Free Library](#)

- Your library's policies and procedures; approved annual holidays

[TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL](#)

- Library board meeting agendas, minutes, monthly reports

[Trustees Meeting Information – Tucker Free Library](#)

- Last annual report and current library statistics of use and holdings

[Library Town Reports – Tucker Free Library](#)

ALL ABOUT MONEY

It is reassuring to note that the New Hampshire legislature, in RSA 202-A:1, declares that the public library is a valuable supplement to the formal system of free public education and as such deserves adequate financial support from government at all levels. It is the job of the trustees to define adequate. Boards of Library

Trustees have extraordinary fiduciary responsibilities and power:

- Only trustees approve the proposed and final library budget.
- Only trustees make the decision of line allocations in the budget; only trustees make decisions regarding salaries and benefits, technology, and collection development.
- Only trustees can move money from one line to another.

- Trustees approve an [Investment Policy](#) for Trust Funds, bequests, and large donations made to the library (not to the town for the library).

Definitions relevant to budget process

The following definitions from [RSA 32](#), the Municipal Budget Law, may help you as you deal with budget issues throughout the year.

APPROPRIATE: "... to set apart from the public revenue of a municipality a certain sum for a specified purpose and to authorize expenditure of that sum for that purpose..." (RSA 32:3, I). All appropriations lapse at the end of the fiscal year. (See also ENCUMBER)

PURPOSE: "... a goal or aim to be accomplished through the expenditure of public funds..." RSA 32:3, V. In addition, a particular line on the budget form, or an appropriation contained in a special warrant article, shall be considered a single "purpose." (RSA 32:8 and 10, I. e).

BUDGET: "... a statement of recommended appropriations and anticipated revenues submitted to the ... governing body." (RSA 32:3, III).

SPECIAL WARRANT ARTICLE: "... any article in the warrant for an annual or special meeting which proposes an appropriation by the meeting..." (RSA 32:3, VI). The warrant article is submitted by petition or calls for the issuance of bonds or notes, may also call for an appropriation of a separate fund, including a capital reserve fund under RSA 35, or trust funds under RSA 31:19-a, or may be designated as a non-lapsing or non-transferable appropriation.

CAPITAL RESERVE FUND: For financing all or part of the cost of such things as construction or reconstruction, the acquisition of specific items or land, or the maintenance and operation of a specific public facility. Think of it as a savings account. (See RSA 34 for cities or RSA 35 for towns)

ENCUMBER: Anticipated expenditure or an uncompleted or undelivered portion of a purchase commitment. Encumbered funds are a specific amount of money carried over to the next fiscal year to pay for a legally enforceable obligation or contract. For example, books on order or a contract for carpeting arranged in year one but the work will be done in year two.

Projected Revenues

All budgets must be prepared on a gross basis, which includes all proposed expenditures as well as all anticipated revenues from all sources with offsetting expenses in the appropriate lines. Remember, a warrant article authorizing the town to "raise and appropriate" money for the operation of the library does not authorize the raising of the total amount through taxation; it simply grants spending authority to the trustees to expend a maximum amount of money during the accounting period. It is important for the board to review funds available from all sources and decide how those funds will be allocated while drafting the budget to be submitted to the town. The following income must be included:

- Overdue fines and payments for lost or damaged books (see below)

- The contracted support of a library in another city or town (see below)
- Income-generating equipment, i.e., photocopier and printer, to be used for general repairs and up-grading and for the purchase of books supplies and income-generating equipment, must be held in a non-lapsing fund. See RSA 202-A:11-a.
- Trust funds or interest income
- Grants, gifts, donations and bequests
- Fees from non-resident cards
- AND...All monies received from fines and payments of lost or damaged books or for the support of a library in another city or town under contract...shall be used for general repairs and up-grading, and for the purchase of books, supplies and income-generating equipment, shall be held in a nonlapsing separate fund and shall be in addition to the appropriation. See RSA 202-A:11, III.

TUCKER FREE LIBRARY FINANCIALS - SPECIFICS

2021 BUDGET = \$247,654



TOWN APPROPRIATION Voted at Town Meeting by Legislative Body	MONEY FROM TRUSTEES OF THE TRUST FUNDS—Town of Henniker	WILUS COGSWELL TRUST TDBank Account	THE OTHER MONEY THAT WAS MENTIONED Charter Trust Account
Covers	Intent Mechanism dictates use	Intent Mechanism dictates use	Intent inferred to include
<ul style="list-style-type: none"> • Personnel Expenses (87%) • Heating Oil (1.4%) • Operational Expenses (12%) 	<ul style="list-style-type: none"> • Operational Expenses • Materials • Technology Equipment 	<ul style="list-style-type: none"> • Operational Expenses 	<ul style="list-style-type: none"> • Substantive Project to improve library • Not operational expenses
Request Appropriation Money in July and December	Receive a check annually Trustees of Town Trust Fund administer	Trust that we have tried to wrestle control of unsuccessfully	Characterize by Finance Dept/Auditor as "UNRESERVED FUND BALANCE"
SUGGEST creating a MOU to formalize this request process	SUGGEST creating a MOU to formalize the relationship	Annual revenue received quarterly	No revenue received
	Any donations received for established Town Trust Funds are sent to Trustees of Town Trust Fund end of year.		Used in past after approval of Legislative Body at Town Meeting <ul style="list-style-type: none"> • 2013 Revitalization which included creation of the Soderstrom Reading Area • 2014 Purchase of furniture Lower Level
	Approximately \$10-\$12K	Approximately \$18,000	

TRUST FUND ACCOUNTING											
Charter Trust								12/31/2018	12/31/2019	10/9/2020	12/31/2020
SUBFUND	Starting Balance	12/31/2013	% of Fund								
Cammett, Helen	\$ 5,001.13	\$ 6,506.69	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,657.46	\$ 8,969.98				
Childs, Anna	\$ 7,247.14	\$ 9,109.37	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,120.44	\$ 12,557.97				
Soderstrom, Ann	\$ 189,147.45	\$ 182,352.64	88.28	\$ 202,275.59	\$ 235,402.82	\$ 242,628.75	\$ 251,387.27				
TD Bank Refund	\$ 7,111.97	\$ 8,592.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,433.34	\$ 11,846.07				
Total of Funds	\$ 208,507.69	\$ 206,561.67	100%	\$229,129.58	\$266,654.76	\$274,840.00	284,761.29				
TD Bank											
Willis Cogswell - QTRLY REPORTING		\$ 407,576.11		\$341,727.77	\$ 387,192.97	\$ 379,027.65	\$ 407,824.58				
TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2020	BALANCE 12/31/19	EXPENDED 2020	DONATIONS TO 2020	DEPOSIT TO TRUST FUND	BALANCE 12/31/2020	REC'D 2021	\$ TO SPEND 2021		
L.A. Cogswell	LIBRARY OPERATIONS	\$ 1,777.48	\$ -	\$ 1,459.54				\$ 1,472.54	\$ 1,472.54		
Dr. Francis O. Holmes	MEMORIAL BOOKS	\$ 138.38	\$ 30.02	\$ 69.74			\$ 98.66	\$ 114.64	\$ 213.30	NATURE, NATURALIST, SCIENCE, SCIENCE BIO	
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,151.78	\$ -	\$ 945.76				\$ 954.18	\$ 954.18		
A.D. Hunbon	LIBRARY OPERATIONS	\$ 78.82	\$ -	\$ 64.73				\$ 65.29	\$ 65.29		
Marjorie B. Bennett	MEMORIAL BOOKS	\$ 765.58	\$ 196.12	\$ 531.97			\$ 429.73	\$ 634.23	\$ 1,063.96	AUDIO BOOKS	
Scott J. Berry	MEMORIAL BOOKS	\$ 136.81	\$ 356.02	\$ 40.42			\$ 452.41	\$ 113.34	\$ 565.75	ART, DESIGN, DIY, HOME, YARD & GARDEN STRUCTURES	
Mary F. Kjellman	MEMORIAL BOOKS	\$ 214.77	\$ 122.42	\$ 68.73	\$ 275.00	\$ 275.00	\$ 268.46	\$ 180.96	\$ 449.42	HEALTH, WOMEN ACHIEVERS, GARDENING, HISTORY	
James W. Doon	MEMORIAL BOOKS	\$ 63.74	\$ 395.37	\$ -			\$ 459.11	\$ 52.79	\$ 511.90	ANYTHING NH OR NEW ENGLAND	
Preston Fund	LIBRARY OPERATIONS	\$ 801.79	\$ -	\$ 658.37				\$ 664.23	\$ 664.23		
Alice V. Colby	LIBRARY OPERATIONS	\$ 23.70	\$ -	\$ 19.47				\$ 19.65	\$ 19.65		
George W. Tucker	LIBRARY OPERATIONS	\$ 7,535.66	\$ -	\$ 6,187.71				\$ 6,242.82	\$ 6,242.82		
Robert N. Fitch	MEMORIAL TECHNOLOGY	\$ 507.09	\$ 1,137.91	\$ -	\$ 300.00	\$ 300.00	\$ 1,645.00	\$ 440.86	\$ 2,085.86	TECH EQUIPMENT ONLY	
Walter K. Robinson	MEMORIAL BOOKS	\$ 123.58	\$ 12.53	\$ 23.81			\$ 112.30	\$ 106.96	\$ 219.26	CLASSICS	
		\$ 13,319.18	\$ 2,250.39	\$ 10,070.25			\$ 3,465.67	\$ 11,062.49	\$ 14,528.16		

And the fly in the ointment...

According to the Justice Department, Office of the Attorney General, the appropriation shall not be lowered because trust income is available. (THE TECHNICALITY IS THAT THE CHARTER TRUST FUND MONEY ISN'T A TRUST BUT RESTRICTED FUND BALANCE ACCORDING TO THE AUDITOR). The board should have copies of all trust and will documents to ascertain their terms and financial knowledge in their management. See RSA 202-A:22 and 23, RSA 31:25, and RSA 41:6. However, all income from these funds that you anticipate spending must be included, with an offsetting expenditure, in the budget.

I have asked Bar Harbor (Charter Trust) for direction on how to better protect this money for future library projects specifically, can the Trustees of TFL create and designate this as a Trust Fund. It has been suggested that trustees discuss your options with Audrey Blodgett at the State's Charitable Trust Unit. She is working remotely, so email is the best way to reach her: audrey.m.blodgett@doj.nh.gov.

Summary of the Day

EXEMPLARY BOARDS HAVE THESE TRAITS – Let us know if you need help in any of these areas!

- Knowledge of library services and importance to the community
- Knowledge and awareness of municipal structure and authority
- Knowledge of laws governing library service
- Commitment to and advocacy for lifelong learning
- Willingness to invest time and effort in trustee duties
- Ability to listen and respect all points of view
- Ethical commitment to support the decisions of the majority
- Enthusiasm, intellectual curiosity, good judgment, creativity
- Abiding belief in the unrestricted flow of information to citizens of all ages
- A strong sense of the community
- A sense of humor

Remember that your library is more than an information center.

- ✓ Don't be afraid to discontinue a program or service if it's not working or no longer needed.
- ✓ Take the risk of adding a new one on a trial basis and encourage activities that meet the needs and enhance the quality of life in your community.
- ✓ Wear your "trustee hat" at all times; tell your story accurately and often through every available medium.
- ✓ Do your homework. Expand your horizons with training at NHLTA workshops and annual conference.

Well-prepared and enthusiastic trustees are essential to the continued success and growth of New Hampshire's public libraries.

CHALLENGES GOING FORWARD

FACILITY	FUNDING
COMMUNITY RELATIONS	PERSONNEL