



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

WEDNESDAY APRIL 21, 2021 at 5:30 PM

In-person, Tucker Free Library - NH Room

Please enter through FRONT DOOR

ROLL CALL	Attendance
APPOINTMENT ANNUAL REVIEW MEETING	Trustees will meet with representatives of Charter Trust/Bar Harbor in re: investments held by the company. The trustees have chosen to hold this meeting in-person. Presentation accommodations have been made so the investment representatives can attend by Zoom.
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: March 24, 2021 & April 3, 2021
ITEM 3	Treasurer's Report <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest• Monies to Be Accepted
ITEM 4	Director's Report
ITEM 5	Holiday Schedule
ITEM 6	Personnel Policy - Longevity Bonus (First Reading)
ITEM 7	Trustee Orientation Discussion Continued
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: April 14, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

Item #	Supporting Documents	April 21, 2021 5:30 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive																								
ROLL CALL		<p>ACTION - RECORD ATTENDANCE</p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT AT</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> <tr><td>Lynn Piotrowicz- DIRECTOR</td><td></td></tr> </tbody> </table>	MEETING PARTICIPANTS	PRESENT AT	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		Lynn Piotrowicz- DIRECTOR											
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ITEM 2	<p>Pages 5-6</p> <p>Page 7</p>	<p>Minutes of Meeting: March 24, 2021 MOVE TO ACCEPT: SECONDED BY:</p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> <p>Minutes of Meeting: April 3, 2021 MOVE TO ACCEPT: SECONDED BY:</p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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ITEM 3	Pages 8-11	<p>Treasurer's Report & Budget Deliberation</p> <p>a) Y-T-D Summary, Trust Fund Accounting, & Monthly Expenditure Manifest MOVE TO ACCEPT: SECONDED BY:</p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> <p>b) Monies to Be Accepted: \$250.00 Ruth & John Droscher "To help with budget cut." Propose using the money to create a line item to fulfill PATRON REQUESTS MOVE TO ACCEPT: SECONDED BY:</p> <table border="1"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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	Pages 12-16	c) Review of line budget line items as adjusted following 3/24/2021 discussion d) Deliberation regarding Charter Trust/Bar Harbor Fund																																																
ITEM 4		Director's Report a) Status update on library services b) State Library will be receiving a one-time infusion of cash through ARP Act. The IMLS pays the NHSL approximately \$1.3 million annually. This money is used for ILL/NHDB/Contracted Services. This year NHSL will receive an ADDITIONAL \$2,297,692.00 which must be spent by September 2022. There is the possibility that libraries will apply for grants to purchase equipment and other one-time expenses. It will not be available for construction projects. c) Staff members are requesting time-off. Most have scheduled prolonged vacations spanning multiple weeks. We are working to accommodate everyone. All substitutes have been contacted and are interested in returning.																																																
ITEM 5	PAGES 17-18	Holiday Schedule The following will be observed as paid holidays: (Approved by Board of Trustees, 2/11/2014) The policy can be seen at: http://www.tuckerfreelibrary.org/wp-content/uploads/2017/05/SECTION-IV-Management-Personnel-Policies-General-Leave-Policies.pdf 1. New Year's Day – Holiday is on Saturday in 2022 ACTION: APPROVED HOLIDAY SCHEDULE: MOVE TO ACCEPT: SECONDED BY: <table border="1" data-bbox="407 751 797 947"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> 2. Easter Sunday - Not applicable at this time. 3. Fourth of July - Holiday is on Sunday in 2021. ACTION: APPROVED HOLIDAY SCHEDULE: MOVE TO ACCEPT: SECONDED BY: <table border="1" data-bbox="407 1129 797 1325"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> 4. Veterans Day – Observed on Thursday November 11 th . ACTION: APPROVED HOLIDAY SCHEDULE: MOVE TO ACCEPT: SECONDED BY: <table border="1" data-bbox="407 1451 797 1646"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> 5. Thanksgiving and the following day – November 24 & 25 ACTION: APPROVED HOLIDAY SCHEDULE: MOVE TO ACCEPT: SECONDED BY: <table border="1" data-bbox="407 1772 797 1967"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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		<p>6. Christmas Day – Christmas is on Saturday this year. ACTION: APPROVED HOLIDAY SCHEDULE: MOVE TO ACCEPT: SECONDED BY:</p> <table border="1" data-bbox="407 159 813 361"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> <p>CAN WE LOOK AT OUR HOLIDAY POLICY AND MODIFY SO IT FALLS MORE IN LINE WITH TOWN AS WELL AS MORE EQUITABLE FOR ALL STAFF?</p> <ul style="list-style-type: none"> • Some TFL staff members only benefit with 2 holidays while others earn the maximum of 7 days. All Town employees are eligible for 11 DAYS per the policy. • Since we are closed on Monday that eliminates 5 potential holidays. • Currently, if a staff member isn't scheduled to work on the day a holiday falls on, they don't get the holiday. 	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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ITEM 7	Pages 21-30	Trustee Orientation Discussion Continued -Challenges & Sample MOU's												
ITEM 8		Other												
ITEM 9		Schedule Next Meeting:												
ADJOURN PUBLIC SESSION	TIME:	<p>MOVE TO ADJOURN MEETING BY: SECONDED BY:</p> <table border="1" data-bbox="407 1096 813 1297"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> <p>RECORDING SECRETARY:</p>	TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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MEETING
PROCESS
ROLL CALL
5:30pm

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.

Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain	Lynn Piotrowicz Director
Present at:	YES	YES	YES	YES	YES	YES
Others in room with trustee?	NO	NO	NO	NO	NO	NO

ITEM 1 Organization of Board for Official Purposes
Chair - John Capuco

MOVE TO ACCEPT: Debra Kreutzer SECONDED BY: Anne Crotti

Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain
Vote	YES	YES	YES	YES	YES

Treasurer - Debra Kreutzer

MOVE TO ACCEPT: John Capuco SECONDED BY: Anne Crotti

Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain
Vote	YES	YES	YES	YES	YES

ITEM 2 Paperwork for Charter Trust & Citizens Bank-Directives for signature for officers.

ITEM 3 Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.

Public in Attendance

Sylvia Lennox, Friends of Tucker Free Library

ITEM 4 Minutes of Meeting: February 9, 2021

MOVE TO ACCEPT: John Capuco SECONDED BY: Joe Petrick

Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain
Vote	YES	YES	YES	YES	YES

ITEM 5 Treasurer's Report

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

MOVE TO ACCEPT: Anne Crotti SECONDED BY: Joe Petrick

Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain
Vote	YES	YES	YES	YES	YES

b) Monies to Be Accepted: **Martha Nemiccolo for the Mary F. Kjellman Fund \$100.00**
Alicia & David MacLeay for Mary F. Kjellman Fund \$50.00

MOVE TO ACCEPT: Debra Kreutzer SECONDED BY: Joe Petrick

Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain
Vote	YES	YES	YES	YES	YES

ITEM 6 Director's Report - Deferred to Discussion on Budget, Service, and Orientation

ITEM 7 Post Town Meeting Budget Discussion-Line Items Adjusted/Deferred to future meeting.
Trustees did have a discussion of Trust Fund Money. (Intent and Use)

ITEM 8

Next Phase of Library Service:

Lynn presented and trustees reviewed the Tucker Free Library Staff Proposal-Spring 2021 Library Service and Budget Decisions For Trustees documents in detail.

The trustees were in agreement on the following:

- Library services will be expanded to include in-person visits (“Look and Book”) and the opening of Book Drops beginning April 6, 2021.
- 72 hour quarantine of returned items will continue.
- Self-check in will continue.
- Library hours will expand to 33. (To be revisited if warranted)
- Media notifications of this information will go out the week of March 29th.

Other: Orientation and trustee informational meeting set up for Saturday, April 3—8:00am to 10:00am

ITEM 10

Schedule Next Meeting: April 21, 5:30pm

**ADJOURN
PUBLIC
SESSION
6:56pm**

MOVE TO ADJOURN MEETING BY: John Capuco

SECONDED BY: Joe Petrick

Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain
Vote	YES	YES	YES	YES	YES

RECORDING SECRETARY: Anne Crotti

IN ATTENDANCE:

8:00AM

Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain	Lynn Piotrowicz Director
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Trustees and Director meet for Orientation Purposes 2021.

Meeting Adjourned: 10:00AM

Recording Secretary: Anne Crotti

TUCKER FREE LIBRARY - TREASURER'S REPORT

January 2021 through December 2021

		Selected Period	Budgeted	\$ Difference	% IN/OUT
4-0000	Income				
4-1000	Town Appropriation - Remain 2020	\$11,341.00	\$0.00		
	Town Appropriation - 2021	\$0.00	\$18,293.00	\$18,293.00	
4-1001	Transfer Bank Balance	\$0.00	\$0.00	\$0.00	
4-1010	Heating Oil Appropriation	\$2,554.98	\$3,418.00	\$863.02	74.75%
4-2000	Personnel Appropriation	\$46,433.56	\$195,386.00	\$148,952.44	23.77%
4-3510	Contribution Overdue	\$18.00	\$0.00	\$18.00	
4-3520	Copier	\$89.00	\$0.00	\$89.00	
4-3530	DVD FINES	\$0.00	\$0.00	\$0.00	
4-3540	Non-Resident Cards	\$50.00	\$0.00	\$50.00	
4-3550	Overdue Processing Fee	\$5.00	\$0.00	\$5.00	
4-3560	Damaged/Lost Books	\$56.00	\$0.00	\$56.00	
4-3570	Damaged/Lost Audio	\$0.00	\$0.00	\$0.00	
4-4000	Indirect Public Support	\$0.00	\$0.00	\$0.00	
4-4035	COVID RELIEF	\$0.00	\$0.00	\$0.00	
4-5010	Willis Cogswell Fund	\$4,939.00	\$19,757.00	\$14,818.00	25.00%
4-5020	Town Trust Funds	\$0.00	\$11,062.00	\$11,062.00	0.00%
4-5030	Established TrustFund Donation	\$750.00	\$750.00	\$0.00	
4-5040	Memory/Honor Donations	\$0.00	\$0.00	\$0.00	
4-5050	General Purpose Donation	\$250.00	\$250.00	\$0.00	
4-6000	Sale of Surplus	\$0.00	\$0.00	\$0.00	
4-6010	Refund from Vendor	\$0.00	\$0.00	\$0.00	
4-6020	Staff Reimbursed Purchase	\$0.00	\$0.00	\$0.00	
4-6095	Friends of Tucker Free Library	\$0.00	\$0.00	\$0.00	
4-7000	Cat's Meow Sold	\$0.00	\$0.00	\$0.00	
4-7005	FOR FRIENDS OF TFL	\$0.00	\$0.00	\$0.00	
4-7020	NHHC Speaker Reimbursement	\$1,600.00	\$1,600.00	\$0.00	
	Total Income	\$19,098.00	\$247,917.00	\$228,819.00	
6-0000	Expenses				
6-1010	Heating Oil Appropriation	\$2,554.98	\$3,418.00	\$863.02	74.75%
6-2000	Personnel Appropriation	\$46,433.56	\$195,386.00	\$148,952.44	23.77%
6-2020	Meetings/Membership/Mileage	\$0.00	\$0.00	\$0.00	0.00%
6-2030	Staff Development	\$45.00	\$100.00	\$55.00	45.00%
6-3000	Books	\$3,421.00	\$16,000.00	\$12,579.00	21.38%
6-3007	Downloadable Content	\$0.00	\$0.00	\$0.00	0.00%
6-3010	Audio Books	\$231.00	\$1,500.00	\$1,269.00	15.40%
6-3020	Periodicals	\$0.00	\$1,000.00	\$1,000.00	0.00%
6-3030	DVD - Appropriation Fund	\$0.00	\$750.00	\$750.00	0.00%
6-3035	DVD - Fine Revenue	\$0.00	\$224.00	\$224.00	0.00%
6-4000	General Maintenance	\$1,469.00	\$9,500.00	\$8,031.00	15.46%
6-4010	Building Repairs	\$129.00	\$3,900.00	\$3,771.00	3.31%
6-4020	Utilities	\$1,582.00	\$7,582.00	\$6,000.00	20.87%
6-4030	Supplies	\$126.00	\$3,375.00	\$3,249.00	3.73%
6-4035	COVID RELATED SUPPLIES	\$416.00	\$1,000.00	\$584.00	41.60%
6-5010	Technical Maintenance	\$0.00	\$500.00	\$500.00	0.00%
6-5020	Equipment	\$0.00	\$0.00	\$0.00	0.00%
6-6000	Library Programs - Contracted	\$3,906.00	\$4,006.00	\$100.00	97.50%
6-6010	Library Program -Speaker & Sup	\$0.00	\$0.00	\$0.00	0.00%
6-6020	Staff Reimbursed Purchase	\$0.00	\$0.00	\$0.00	0.00%
6-6090	Trustees of the Trust Fund	\$575.00	\$575.00	\$0.00	100.00%
6-6095	Friends of Tucker Free Library	\$0.00	\$0.00	\$0.00	0.00%
6-7005	FOR FRIENDS OF TFL	\$0.00	\$0.00	\$0.00	0.00%
6-7020	NHHC Speaker Reimbursed	\$1,600.00	\$1,600.00	\$0.00	100.00%
	Total Expenses	\$13,099.00	\$248,241.00	\$235,142.00	

**Tucker Free Library
Manifest For Approval
3/17/2021 To 4/13/2021**

ID#	Date	Memo/Payee	Line Item	Category	Deposit	Withdrawal	Balance	Money to Accept
General Checking Account								
	3/23/2021	Deposit	4-7020	NH Humanities Reimbursement	\$800.00		\$51,003.80	Accepted 3/24/2021
			4-5030	Established Trust Fund	\$50.00			
			4-3520	Copier	\$4.50			
			4-3560	Damaged Materials	\$20.99			
	3/25/2021	Lynn Piotrowicz	6-4035	COVID Related Expense		\$94.09	\$50,909.71	
	3/30/2021	Deposit	4-5050	General Purpose Donation	\$250.00		\$51,162.21	Droescher for General Fund
			4-3520	Copier	\$2.50			
	3/31/2021	TDS	6-4020	Utilities		\$37.92	\$51,124.29	
	3/31/2021	TDS	6-4020	Utilities		\$45.62	\$51,078.67	
	4/6/2021	Monadnock Security Systems, Inc	6-4010	Building Repairs		\$129.00	\$50,949.67	
	4/6/2021	Comcast	6-4020	Utilities		\$156.92	\$50,792.75	
	4/6/2021	Star Light Cleaning Services	6-4000	General Maintenance		\$360.50	\$50,432.25	
	4/13/2021	Eversource	6-4020	Utilities		\$118.06	\$50,314.19	
	4/13/2021	Baker & Taylor	6-3000	Acquisitions - Books		\$636.79	\$49,617.48	
			6-3010	Acquisitions - Audio Books		\$59.92		
	4/13/2021	Deposit	4-3520	Copier	\$31.75		\$49,662.22	
			4-3510	Contribution Overdue	\$12.99			
TOTAL					\$1,172.73	\$1,638.82	\$49,662.22	

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

Lynn M. Piotrowicz, Library Director

Date

Date of Board Review: See 04/21/21 Meeting Minutes for Documentation

2021 Tucker Free Library Budget		APPROPRIATED IN 2020	2021 TRUSTEE BUDGET	BOS REDUCED SERVICES ADJUSTMENT	COMMENTS FOR MARCH 24, 2021 DISCUSSION
PERSONNEL EXPENSES		\$ 199,076.09	\$ 201,648.44	\$ 195,386.16	
6-2000	Library -- Wages	\$ 159,629.00	\$ 158,789.00	\$ 153,756.00	
	Library - Benefit: Health Insurance (Confirmed)	\$ 15,840.00	\$ 17,878.30	\$ 17,878.00	
	Library - Benefits: Dental, Life, Disability (short & long)	\$ 831.84			
	Library -- Fica (7.65% of Library Wages)	\$ 12,211.62	\$ 12,147.36	\$ 11,944.02	
	Library -- Retirement (11.17% of Eligible Wages)	\$ 8,387.99	\$ 9,333.14	\$ 9,333.14	
	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	\$ -	
					We will be losing two pages at the end of summer so we may need to reimburse new employees for Criminal Background Checks
6-2030	Library -- Staff Development	\$ 500.00	\$ 100.00	\$ 100.00	
ACQUISITION EXPENSES		\$ 21,150.00	\$ 16,350.00	\$ 19,250.00	
6-3000	Library Acquisition -- Books	\$ 17,250.00	\$ 14,000.00	\$ 16,000.00	7.25% Decrease
6-3010	Library Acquisitions -- Audio Books	\$ 1,750.00	\$ 1,200.00	\$ 1,500.00	14.28% Decrease
6-3020	Library Acquisitions -- Periodicals	\$ 1,400.00	\$ 400.00	\$ 1,000.00	28.6% Decrease
6-3030	Library Acquisitions -- DVD Appropriation Fund	\$ 750.00	\$ 750.00	\$ 750.00	49.7% Decrease Combined Fine Revenue (\$224) and Appropriation ((\$750)
6-3035	Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	\$ 1,187.00	\$ 224.00	\$ 224.00	
FACILITY MANAGEMENT EXPENSES		\$ 31,400.00	\$ 38,900.00	\$ 28,775.00	
6-4000	Library General Maintenance -- Janitorial	\$ 9,000.00	\$ 19,500.00	\$ 9,500.00	
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	
6-4020	Library Utilities (Total - Heating Oil)	\$ 9,591.80	\$ 7,581.80	\$ 7,581.80	
	Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	\$ 4,408.20	\$ 3,418.20	\$ 3,418.20	
					Represents a decrease in material supplies based on an average decrease in acquisitions budget of 25%
6-4030	Library Bldg Maintenance Supplies	\$ 4,500.00	\$ 4,500.00	\$ 3,375.00	
6-4035	COVID Related Expenses	\$ -	\$ 1,000.00	\$ 1,000.00	
TECHNOLOGY MANAGEMENT EXPENSES		\$ 3,000.00	\$ 500.00	\$ 500.00	
6-5010	Library Tech Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	
6-5020	Library Equipment	\$ 2,500.00	\$ -	\$ -	
PROGRAM EXPENSES		\$ 5,940.00	\$ 4,256.00	\$ 4,006.00	
6-6000	Library Program - Contracted Services	\$ 3,940.00	\$ 4,006.00	\$ 4,006.00	CAN'T CHANGE THESE AT ALL
	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		
	Website	\$ 100.00			
6-6010	Library Program - Speakers & Supplies	\$ 2,000.00	\$ 250.00	\$ -	100% decrease
TOTAL LIBRARY OPERATIONS BUDGET		\$ 260,566.09	\$ 261,654.44	\$ 247,917.16	TOTAL OPERATIONS BUDGET-PERSONNEL EXPENSES = \$53,366
LIBRARY REVENUE PROJECTIONS		\$ 31,187.00	\$ 30,000.00	\$ 30,819.89	Town Trust Fund = \$11,062.49 + TDBank Fund = ~ \$19757.40
TOTAL PERSONNEL & OPERATIONAL APPROPRIATION		\$ 229,379.09	\$ 231,654.44	\$ 217,097.27	TOWN APPROPRIATION AMOUNT FOR 2021 \$217,654 a difference of \$557.00
CHANGE OVER 2020 BUDGET		\$ -	\$ 2,275.35		

TRUST FUND ACCOUNTING

Charter Trust

SUBFUND	Starting Balance	12/31/2013	% of Fund	12/31/2018	12/31/2019	10/9/2020	12/31/2020	3/31/2021
Cammett, Helen	\$ 5,001.13	\$ 6,506.69	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,657.46	\$ 8,969.98	\$ 9,047.78
Childs, Anna	\$ 7,247.14	\$ 9,109.37	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,120.44	\$ 12,557.97	\$ 12,666.89
Soderstrom, Ann	\$ 189,147.45	\$ 182,352.64	88.28	\$ 202,275.59	\$ 235,402.82	\$ 242,628.75	\$ 251,387.27	\$ 253,567.60
TD Bank Refund	\$ 7,111.97	\$ 8,592.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,433.34	\$ 11,846.07	\$ 11,948.81
Total of Funds	\$ 208,507.69	\$ 206,561.67	100%	\$229,129.58	\$266,654.76	\$274,840.00	284,761.29	287,231.08

TD Bank

Willis Cogswell - QTRLY REPORTING	\$ 407,576.11	\$ 341,727.77	\$ 387,192.97	\$ 379,027.65	\$ 407,824.58	\$ 410,711.63
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TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	CATEGORIES	EXPENDED 2020	DEPOSIT TO TRUST FUND	REC'D 2021	\$TO SPEND 2021	Spent Thus Far 2021	CURRENT MONTH	REMAINING
L.A. Cogswell	LIBRARY OPERATIONS		\$ 1,459.54	\$ -	\$ 1,472.54	\$ 1,472.54			
Dr. Francis O. Holmes	MEMORIAL BOOKS	NATURE, NATURALIST, SCIENCE, SCIENCE BIO	\$ 69.74	\$ -	\$ 114.64	\$ 213.30	\$ 26.44	\$ 18.52	\$ 168.34
D.W. & E. Cogswell	LIBRARY OPERATIONS		\$ 945.76	\$ -	\$ 954.18	\$ 954.18			
A.D. Huntoon	LIBRARY OPERATIONS		\$ 64.73	\$ -	\$ 65.29	\$ 65.29			
Marjorie B. Bennett	MEMORIAL BOOKS	AUDIO BOOKS	\$ 531.97	\$ -	\$ 634.23	\$ 1,063.96	\$ 49.49	\$ 21.99	\$ 992.48
Scott J. Berry	MEMORIAL BOOKS	ART, DESIGN, DIY, HOME, YARD & GARDEN STRUCTURES	\$ 40.42	\$ -	\$ 113.34	\$ 565.75	\$ 18.95	\$ 8.97	\$ 537.83
Mary F. Kjellman	MEMORIAL BOOKS	HEALTH, WOMEN ACHIEVERS, GARDENING, HISTORY	\$ 68.73	\$ 275.00	\$ 180.96	\$ 449.42	\$ 14.81	\$ 14.28	\$ 420.33
James W. Doon	MEMORIAL BOOKS	ANYTHING NH OR NEW ENGLAND	\$ -	\$ -	\$ 52.79	\$ 511.90	\$ 21.79	\$ -	\$ 490.11
Preston Fund	LIBRARY OPERATIONS		\$ 658.37	\$ -	\$ 664.23	\$ 664.23			
Alice V. Colby	LIBRARY OPERATIONS		\$ 19.47	\$ -	\$ 19.65	\$ 19.65			
George W. Tucker	LIBRARY OPERATIONS		\$ 6,187.71	\$ -	\$ 6,242.82	\$ 6,242.82			
Robert N. Fitch	MEMORIAL TECHNOLOGY	TECH EQUIPMENT ONLY	\$ -	\$ 300.00	\$ 440.86	\$ 2,085.86	\$ -	\$ -	\$ 2,085.86
Walter K. Robinson	MEMORIAL BOOKS	CLASSICS	\$ 23.81	\$ -	\$ 106.96	\$ 219.26	\$ 18.52	\$ -	\$ 200.74
			\$ 10,070.25	\$ 575.00	\$ 11,062.49	\$ 14,528.16			

DELIBERATELY LEFT BLANK

6. If an employee is absent due to illness/injury the library can request documentation from a physician regarding the ability to resume normal duties. If the employee refuses to provide such certification, his/her employment may be terminated.
7. It is required that the employee must contact the department head prior to the normal start time to explain the reason(s) for the absence. This may be waived if the employee states a just cause why he/she was unable to contact the supervisor.
8. The Board of Trustees may have an independent physician examine, at library expense, an employee who, in the Library Director's opinion, may not be entitled to sick leave.

(Approved by Board of Trustees, 6/19/2012)

B. VACATION: Shall be scheduled with prior approval and at the discretion of the Library Director.

Upon retirement, resignation or discharge the staff member shall receive compensation for any unused and/or accrued vacation time due.

DESIGNATION	REQUIRED SERVICE	ACCRUAL RATE	ACCRUAL MAX
Full Time	Up to 6 YRS	1.75 HRS/WK	120 HRS
Full Time	Over 6 YRS	2.5 HRS/WK	160 HRS
Full Time	10-15 YRS	3.0 HRS/WK	200 HRS
Full Time	16-20 YRS	3.5 HRS/WK	240 HRS
Part Time (20HRS/WK)	Up to 6 YRS	1.25 HRS/WK	65 HRS
Part Time (20 HRS/WK)	Over 6 YRS	1.75 HRS/WK	90 HRS
Part Time (Min 20 HRS/WK)	30 Weeks	2% HRS Work/Month	50 HRS
Part Time (Less than 20 HRS/WK)	30 Weeks	2% HRS Work/Month	20 HRS

(Approved by Board of Trustees, 9/18/2012)

C. HOLIDAYS

Policy of floating holidays removed. *(Approved by Board of Trustees, 2/11/2014)*

The following will be observed as paid holidays:

1. New Year's Day
2. Easter Sunday
3. Fourth of July
4. Veterans Day
5. Thanksgiving and the following day
6. Christmas Day

(Approved by Board of Trustees, 2/11/2014)

CAN WE LOOK AT OUR HOLIDAY POLICY AND MODIFY SO IT FALLS MORE IN LINE WITH TOWN?

Town employees have 11 paid holidays and are eligible for a day off if the holiday doesn't fall within their schedule. Tucker Free employees only have 5 actual holidays and do not receive the extra day if it doesn't fall on a day they are working.

The town honors eleven (11) paid holidays as follows:

New Year's Day	Columbus Day
President's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

In addition, the board will determine one (1) additional holiday which may change from year to year. The specific date will be set by the board after receiving input from the employees and will be a day off for all employees. The transfer station shall be closed on all of these holidays, in addition to Easter.

Employees who are absent for unauthorized reasons on the day preceding and/or following a holiday shall forfeit holiday pay.

In the event that an employee is required to work on a holiday the hours worked will be paid at time and one half of their regular wage in addition to the normal holiday pay which would be received. In the event that the holiday falls on Saturday, it shall be observed on the preceding Friday. In the event that the holiday falls on a Sunday, it shall be observed on the following Monday.

Permanent part time employees shall be granted paid holiday time on a pro-rated basis. In the event the holiday falls on a work day, the employee will be paid for the time usually worked.

When a specific holiday falls within an eligible employee's approved vacation period, that day shall not be considered a vacation day.

Any full time employee who is not scheduled to work on a calendar holiday may be given another scheduled work day off with pay, such day to be at the discretion of the department head.

Tucker Free Library Policy eliminated floating holiday and Monday holidays in 2014. The policy can be seen at: <http://www.tuckerfreelibrary.org/wp-content/uploads/2017/05/SECTION-IV-Management-Personnel-Policies-General-Leave-Policies.pdf>

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

J. LONGEVITY BONUS (Based on Town of Henniker Personnel Policy Change)

(Approved by Board of Trustees, 00/00/2021)

The Tucker Free Library provides longevity pay to full-time employees based on years of service as follows:

Years of Service	Annual Payment
3-5 Years	\$250.00
6-10 Years	\$500.00
11-15 Years	\$750.00
16-20 Years	\$1,000.00
21 or more	\$1,250.00

Payment shall be made annually on the payroll that includes the employee's anniversary date. Upon termination of employment with the Tucker Free Library, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee's anniversary date to the day employee terminates.

The Tucker Free Library provides longevity pay to part-time employees based on continuous years of service as follows:

Years of Service	Annual Payment
3-5 Years	\$125.00
6-10 Years	\$250.00
11-15 Years	\$375.00
16-20 Years	\$500.00
21 or more	\$625.00

Payment shall be made annually on the payroll that includes the employee's anniversary date. Upon termination of employment with the Tucker Free Library, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee's anniversary date to the day employee terminates.

The amount of payment will be based on the status (part time/full time) of the employee on their anniversary date.

1st Reading: April 24, 2021

2nd Reading

Final Reading/Approved:

FOR INFORMATION PURPOSES ONLY. NOT TO BE INCLUDED IN ACTUAL POLICY

The cost of implementation for 2021 is \$2,375.00. This amount was included in budget calculations.

Lynn	\$1,000.00	05/01/2005	16
Denise	\$ 500.00	11/28/2005	16
Lynne	\$ 375.00	05/25/2010	11
Erin	\$ 250.00	05/08/2011	10
Josh	\$ 250.00	01/02/2014	7
TOTAL	\$2,375.00		

CHALLENGES GOING FORWARD

FACILITY

- Lift
- Blinds
- Windows in Children's Department/Stack Room
- Emergency Exit in J-Room
- Granite Work on Porch/Threshold
- Prodding Needed for Town to DO Work MOU

FUNDING

- Successful BA/BOS Offense/Defending Project
- NHPA/Moose Plate Projects
- Funding for NEW formats
- Alternative Sources – Revenue Streams
- Tax Payer Fatigue
- MOU with Town in re: Payment of Appropriation Funds
- MOU with Trustees of the Trust Fund

COMMUNITY RELATIONS

- Blowback from Town Meeting
- Continue Growing the Friends
- How to Bring Back Post-COVID
- Not-For-Profit Support Fatigue

PERSONNEL

- Policy Changes at Town Level
- Succession planning
- Full-time/Benefitted Staff
- Potential Staff Departures
- Re-Build Up Our Substitute Core
- Dealing with the Disappointment

_____ Public Library Trustees and Board of Selectmen

Letter of Agreement for the Year 20__

The _____ Public Library Trustees and the Board of Selectmen of the Town of _____ enter into the following agreement:

1. Per RSA 202-A:11–Powers and Duties, Sections III & IV, of the New Hampshire Library Laws, the Library Trustees will administer the funds of the budget of the _____ Public Library.
2. The payroll for Library employees will be processed by the Town as part of the Town’s weekly or bi-weekly pay cycle in accordance with the Town’s payroll procedures.
3. Benefits offered by Library Trustees to its employees such as NH Retirement and health insurance will be administered by the Town in accordance with the Town’s procedures.
4. The Library Treasurer will receive monthly or bi-monthly reports of budget status as distributed to all other Town department heads.
5. It is agreed that the Library will receive partial and equal portions of the appropriated budgeted funds in four (4) installments to be issued on the following dates: January 15, April 15, July 15, and October 15.
6. It is agreed that confirmation of orders placed or contracts for service signed before December 31 and invoiced in the following year, will be paid with funds appropriated in the year in which the orders and contracts were placed.
7. This agreement is to be reviewed annually by the Library Trustees and the Board of Selectmen.

Library Trustee

Board of Selectmen

MEMORANDUM OF UNDERSTANDING
For Custodial and Maintenance Service
At the Barrington Public Library

//____

The purpose of this Memorandum of Understanding between the Barrington Public Library Board of Trustees and the Town of Barrington is to memorialize the party's agreement regarding their respective roles in maintaining the town library, which is located within the Town-owned recreation/library building. Both parties have read and agree to the following in regards to maintenance of the library portion of the building.

This Memorandum of Understanding is not intended by either party to constitute an enforceable contract, but rather sets forth the goals of the parties. Either party may withdraw from or ask for revisions to this Memorandum of Understanding at any time. However, understanding that the ability of the parties to meet their joint goals depends in part on the availability of adequate funding through the annual budget, the parties agree to request any changes to the Memorandum of Understanding sufficiently prior to the date that the budget for the following year is been set so as to allow for changes while maintaining budgeted items that were agreed upon in the previous budget year.

President, Library Trustees: _____ Date: _____

Town Administrator or Selectmen: _____ Date: _____

History

The Town of Barrington has historically chosen to fund major repairs for the recreation/library building from the general government buildings budget line, while smaller repairs and maintenance of the interior of the library are budgeted in the library's building maintenance line. The following section outlines in detail what tasks/systems fall under each category. The parties shall agree as to the party responsible for any task or system that is not specifically listed. Notwithstanding the allocation of tasks/systems, should the library and town be able to work together on a project that is allocated to the library so as to lower the cost to the taxpayers by the town performing/paying for the work required, the town will assist the library to the extent the town maintenance supervisor has the ability, funds, and staffing to do so. The custodian hired by the library has a job description which is limited to cleaning and minor upkeep and repairs. He does not have the facilities, equipment, budget or time to deal with many larger building-wide items. See attached.

Town General Government Buildings Line Items

- HVAC Repairs and Upgrades
- Plumbing Repairs
- Exterior building issues, including siding repair, overhangs, oil fill valves, roofing, windows and painting
- Exterminator services for the building
- Parking lot and curbing issues
- Upkeep of entryway stairs
- Electrical Issues
- Replacement of full lighting fixtures
- Replacement of ceiling tiles
- Replacement or repair of doors
- Water Fountain Repairs
- Septic and well Repairs

Library Custodial/Building Repair Tasks and Budget Items

- All interior cleaning and purchasing of supplies needed
- Minor plumbing such as fixing toilets or leaky faucets, including costs
- Garden Maintenance and Planting, including costs
- Replacing and purchasing all burned out light bulbs
- Minor repair of door hinges and window locks
- Interior painting when needed
- Yearly cleaning of carpets and tile floors
- Choosing, installing, and budgeting for new interior carpet when needed
- Small tasks such as repairing or building display units or furniture, installing wall shelves, keyboard trays, etc.
- If the library chooses to move or add to existing outlets they will be budgeted for within the library budget
- All CAT5 wiring needed to run the library computer systems will be purchased and installed from within the library budget.
- Daily trash removal and recycling
- Sweep path to library/and keep clear of snow in the wintertime



Town of Hancock

Office of the Selectboard

**Memorandum of Understanding
Between
Hancock Selectboard and
Trustees of Hancock Town Library**

1. General.

This document sets forth a formal agreement between the Hancock Selectboard and the Trustees of the Hancock Public Library (the parties) on the division of responsibilities and authority.

2. Meetings.

The parties agree to meet annually in September for the purpose of discussing library maintenance requirements for the upcoming budget year. Additionally, the parties will review this agreement, communicating any changes or questions through the Director of the Library and the Town Administrator. This document should be signed annually in September if changes are made. Since changes may affect the budgets of either party, any changes involving services or expenses will take effect in the next budget year.

3. Division of Responsibilities and Authority.

a) Town responsibilities.

- i) Through the annual operating budget, the Town will include funds for benefits, wages and associated payroll taxes.
- ii) Property maintenance: mulching (including purchase of mulch), mowing (including the field around the parking lot), keeping area between Mollers and library clear of debris and plant growth, raking/ fall clean up, and snow removal.
- iii) Monthly inspections of fire extinguishers.
- iv) Annual inspections of fire extinguishers and emergency lighting.
- v) Pumping of septic (including digging for access to septic tank).

b) Library responsibilities.

- i) Maintenance and repair of building interior including but not limited to normal wear and tear items.
- ii) Maintenance, repair and operational expenses of utilities used specifically for library purposes.
- iii) Preventative maintenance of furnace and air conditioning units.
- iv) Pruning of shrubs and bushes.

50 Main Street, P.O. Box 6
Hancock, New Hampshire 03449-0236
Telephone: (603) 525-4441 – Fax (603) 525-4427
E-mail: townadmin@hancocknh.org

4. Capital Projects.

Over the years, Library Funds have been utilized to assist with capital projects. Town funds raised through taxation are also used for various projects and maintenance items for the building. It is in the best interest of Hancock residents that both the Selectboard and the Library Trustees continue to work together to meet the needs of the community at an affordable rate by combining Town, Library and whenever possible, grant funds.

SELECTBOARD



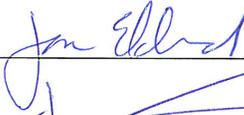




Date October 7, 2019

LIBRARY TRUSTEES







Date September 25, 2019

MEMORANDUM OF UNDERSTANDING and COOPERATIVE AGREEMENT

between

The Town of Milton, NH operating through its Select Board

and

The Milton Free Public Library Operating through its Board of Trustees

PURPOSE AND SCOPE:

This Memorandum of Understanding sets out and summarizes a cooperative agreement **between** the Town/selectmen under RSA 31 “The Powers of Towns” and the Library/trustees under RSA 202 regarding the operation of a “Public Library” in the Town of Milton—a cordial and productive working relationship of some two decades- to the benefit of the citizens who use it.

Library History, Operation, and Statutory Duties: The Library is housed in the historic 1875 schoolhouse donated to the town for that specific purpose in 1991. It is a “Public Library” as defined under NH RSA 202-A:2 with the Board of Trustees responsible for its management under RSA 202-A:6. The Board of Trustees also has case law authority (Town of Littleton v. Kathryn Taylor 138 NH 419 (1994)) to appoint and set the qualifications of Librarian and all other staff, determine duties and rate(s) of pay and set out personnel policies-consistent with state statute, local ordinance and Town liability coverage(s).

Town Duties and Responsibilities: The Town, under its Chapter 31 authorities has, over time, provided various administrative and bookkeeping supports. The Town has provided grounds keeping and other maintenance services e.g. Trash or snow removal and as a “governmental services” building—the Library has been under the Town’s Insurance/liability coverage.

THEREFORE, the Town of Milton acting through its Selectmen and the Milton Free Public Library acting through its board of Trustees do hereby mutually agree as follows:

1. Pursuant to RSA 202-A:6, 202-A:11 and 202-A:11-a, the Library will continue to: expend trust funds consistent with the specific trust fund; retain funds received from Library income-generating equipment and place such funds in a non-lapsing account for expenditure by the Library; make any rule or policy relative to the operation of the Library, adopt a Library Personnel Policy for Library employees, appoint the employees of the Library, and set their compensation consistent with the Library’s Personnel Policy. The Town will continue to provide certain administrative support tasks to the Library—in particular payroll services, processing of accounts payable and receivable, financial support and assistance with budgeting—consistent with those services being performed at present.

2. The Library Trustees agree to:
 - a. Offer to send the Library Director to Town staff meetings, as time allows.
 - b. Meet with the Select Board semi-annually to discuss goals for the Library.
 - c. Work with Select Board to develop a Library Budget, which will support the Library's needs and address the Select Board's recommendations for budget increases or decreases.
 - d. Welcome Select Board members and their input at Library's Trustee Meetings.

3. Consistent with N.H. RSA 202-A:11, II the Library will "prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds." Historically, the Library meets with the Town prior to Town meeting to discuss the library budget. In the unlikely event that the Town and the Library do not agree on the Library Budget, the Town will submit its recommended budget as part of the overall town budget at Town Meeting. It is understood that the Library retains the right and ability to offer a budget recommendation to Town Meeting on the proposal submitted by the Town.

4. As the CIP (begun in 2016) moves forward, the Library will continue to work with that Committee, Selectmen, Budget Committee and Department of Public Works (DPW) as necessary to meet CIP goals-and in any cooperative development of LCHIP or other grants which may have CIP impact or staff/cost (s) for DPW

5. The Library will continue to participate in the Town's property and liability insurance, health insurance, employee benefits, and training programs, at no additional cost to the Library. The Town will continue to insure the Library building and contents against fire and property damage.

6. The Town agrees that it will provide the following maintenance services to the Library:
 - * HVAC Repairs and Upgrades
 - * Plumbing Repairs
 - * Exterior building issues, including siding repair, overhangs, oil fill valves, roofing, windows and painting
 - * Exterminator services for the building
 - * Interior painting when needed
 - * Parking lot and curbing issues
 - * Upkeep of entryway stairs
 - * Electrical Issues
 - * Replacement of full lighting fixtures and light bulb replacement as needed.
 - * Replacement or repair of doors
 - * Septic and well Repairs
 - * Weekly pickup of trash and recycling
 - * Landscaping of grounds (excluding gardens), snow removal includes walkways, parking lot, and, if necessary, in the judgment of the Public Works Director, the roof

Library Custodial/Building Repair Tasks and Budget Items

- * All interior cleaning and purchasing of supplies needed from within library budget
- * Garden Maintenance and Planting, including costs
- * Small tasks such as repairing or building display units or furniture, installing wall shelves, keyboard trays, etc.
- * If the library chooses to move or add to existing outlets they will be budgeted for within the library budget
- * All CAT5 wiring needed to run the library computer systems will be purchased and installed from within the library budget.
- * Daily trash removal and recycling placed where available for town removal

THIS AGREEMENT is a document of process and goals for the effective operations of the Milton Free Public Library as a public benefit for the citizens of the Town of Milton. It is in effect when signed, has no statutory power of its own, depends on “funds available” implementation, is subject to timely renegotiation, and may be ended by either party as circumstance and statute may require. Nothing in this Memorandum of Understanding shall be construed to limit the powers and/or responsibilities of the Library Trustees or Selectmen as set out under New Hampshire law.

(Name) Library Trustee

(Name) Library Trustee

(Name) Library Trustee

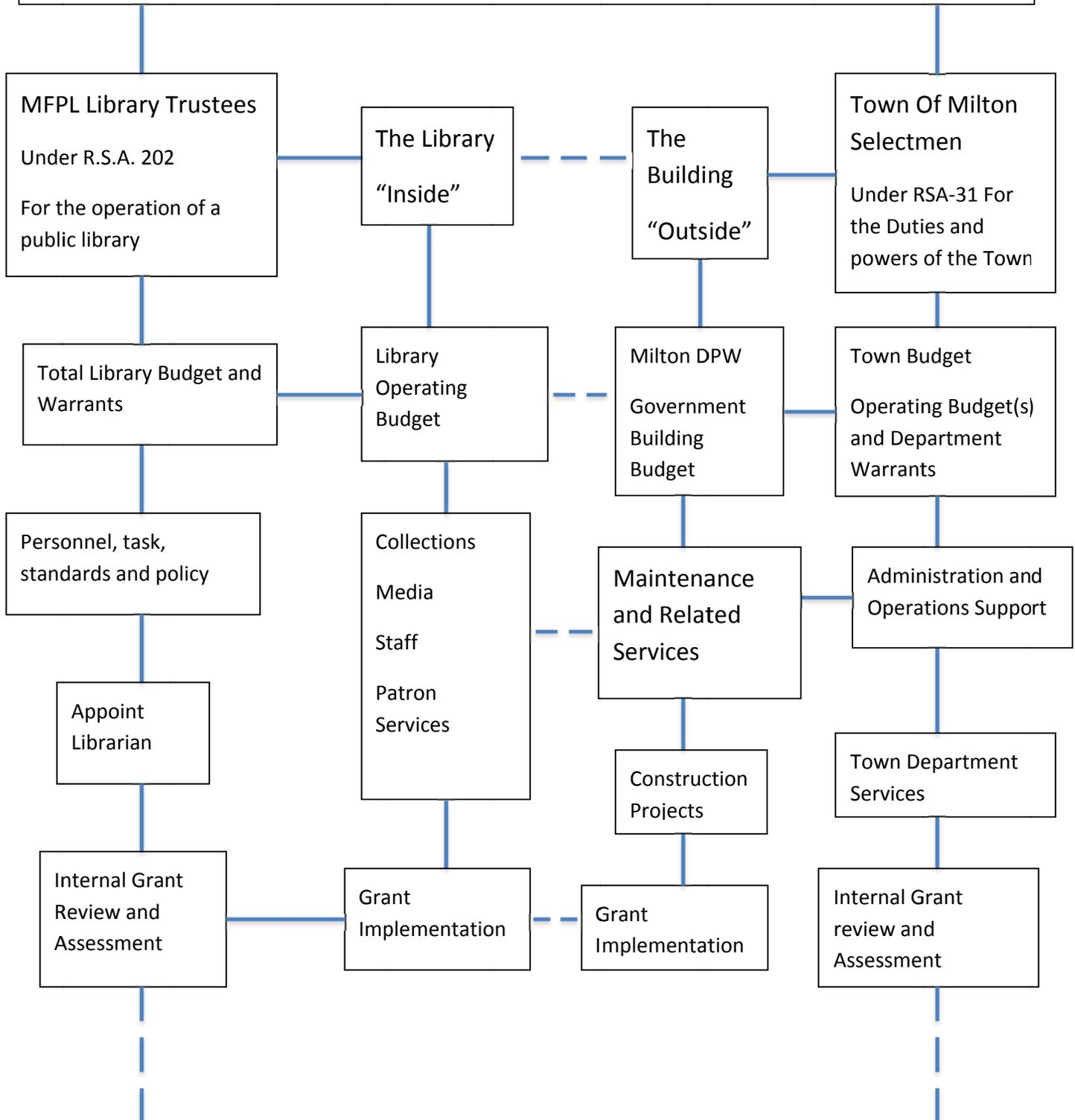
(Name) Town of Milton Selectman

(Name) Town of Milton Selectman

(Name) Town of Milton Selectman

Milton Free Public Library Overview

Under SB-2 Legislation Milton voters determine the governance and funding of the Library (Milton Free Public Library) and Town (Town of Milton) annually at their two part meeting.



Such Budget Issues or 3rd Party Sourced Projects, Funds, or Grants as May Require Mutual Assessment/Action are shown by a Dotted Line Connection