



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 MAY 19, 2021 at 5:30 PM
In-person, Tucker Free Library - NH Room

- ROLL CALL Attendance
Meeting Management
- ITEM 1 Public Forum
- ITEM 2 Minutes of Meeting: April 21, 2021
- ITEM 3 Treasurer's Report & Financial Deliberations
- Year-to-Date Summary
 - Monthly Manifest
 - Trust Fund Summary
 - Monies to Be Accepted
- ITEM 4 Director's Report
Pandemic Response-Decisions
- a) Quarantining of Materials
 - b) Self Check-in
 - c) Changes in Mask Wearing – Recommended vs Required
 - d) In-person Gatherings
- ITEM 5 Personnel Policy – Longevity Bonus (Second Reading)
- ITEM 6 Personnel Policy - Holiday Hours (First Reading)
- ITEM 7 Trustee Orientation Discussion Continued
- ITEM 8 Other
- ITEM 9 Schedule Next Meeting

POSTED: May 12, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#),
[Other Henniker News Outlet Facebook Page](#)

COMPLETE MEETING PACKAGE CAN BE ACCESSED AT: [Trustees Meeting Information – Tucker Free Library](#) or www.tuckerfreelibrary.org/current-meeting-agenda

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
WEDNESDAY MAY 19, 2021 at 5:30 PM
In-person, Tucker Free Library - NH Room

ROLL CALL	Attendance Meeting Management
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: April 21, 2021
ITEM 3	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none">● Year-to-Date Summary● Monthly Manifest● Trust Fund Summary● Monies to Be Accepted
ITEM 4	Director's Report
ITEM 5	Personnel Policy – Longevity Bonus (Second Reading)
ITEM 6	Personnel Policy - Holiday Hours (First Reading)
ITEM 7	Trustee Orientation Discussion Continued
ITEM 8	Other
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[Other Henniker News Outlet Facebook Page](#)

2) Status update on library services & additional service decisions

a) Summer Reading Program & In-person/outdoor story time

ACTION:

MOVE TO ACCEPT:

SECONDED BY:

TRUSTEES	VOTE RECORD
John Capuco	
Anne Crotti	
Debra Kreutzer	
E. Joseph Petrick	
Frances Tain	

b) PageTurners Book Group -in person at library or at WB under tent

ACTION:

MOVE TO ACCEPT:

SECONDED BY:

TRUSTEES	VOTE RECORD
John Capuco	
Anne Crotti	
Debra Kreutzer	
E. Joseph Petrick	
Frances Tain	

c) Self-check-in

ACTION:

MOVE TO ACCEPT:

SECONDED BY:

TRUSTEES	VOTE RECORD
John Capuco	
Anne Crotti	
Debra Kreutzer	
E. Joseph Petrick	
Frances Tain	

d) Quarantine

ACTION:

MOVE TO ACCEPT:

SECONDED BY:

TRUSTEES	VOTE RECORD
John Capuco	
Anne Crotti	
Debra Kreutzer	
E. Joseph Petrick	
Frances Tain	

ITEM 5

Pgs 19-20

Personnel Policy – Longevity Bonus

Second Reading May 19, 2021

ACTION

MOVE TO FINAL READING OR ACCEPT:

SECONDED BY:

TRUSTEES	VOTE RECORD
John Capuco	
Anne Crotti	
Debra Kreutzer	
E. Joseph Petrick	
Frances Tain	

ITEM 6

Pgs 21-23

Personnel Policy – Holiday Policy

DISCUSSION OF POLICY & FIRST READING:

First Reading May 19, 2021

ACTION

MOVE TO SECOND READING:

SECONDED BY:

TRUSTEES	VOTE RECORD
John Capuco	
Anne Crotti	

		<table border="1"> <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> </table>	Debra Kreutzer		E. Joseph Petrick		Frances Tain							
Debra Kreutzer														
E. Joseph Petrick														
Frances Tain														
ITEM 7	Pg 24	Trustee Orientation Discussion Continued												
ITEM 8		Other												
ITEM 9		Schedule Next Meeting: Proposed Dates for Next Four Months June 23 rd , NO JULY, August 18 or 25, September 8 or 22.												
ADJOURN PUBLIC SESSION		MOVE TO ADJOURN MEETING BY: SECONDED BY: <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> RECORDING SECRETARY:	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														

APRIL 21, 2021 TUCKER FREE LIBRARY - BOARD OF TRUSTEES MEETING MINUTES

ROLL CALL

ACTION - RECORD ATTENDANCE

5:27pm

MEETING PARTICIPANTS	PRESENT
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes
Lynn Piotrowicz- DIRECTOR	Yes

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 via Zoom.

MEETING PARTICIPANTS	PRESENT
Amy Tardiff – CT/BH	Yes
Devin Cowette– CT/BH	Yes

Devin began by discussing the current economic/financial climate. This was followed by a detailed Tucker Library portfolio review. Devin introduced the Trustees and Director to a document called the Investment Policy Statement. This document would provide an outline for our institution, a mission statement, and a spending policy. After discussion, Devin agreed to send a template and the board will review and consider.

ITEM 1

Public Forum

MEMBERS OF PUBLIC PRESENT
Sylvia Lennox - FTFL

ITEM 2

Minutes of Meeting: March 24, 2021

MOVE TO ACCEPT: Deb Kreutzer

SECONDED BY: John Capuco

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

Minutes of Meeting: April 3, 2021

MOVE TO ACCEPT: John Capuco

SECONDED BY: E. Joseph Petrick

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

ITEM 3

Treasurer’s Report & Budget Deliberation

a) Y-T-D Summary, Trust Fund Accounting, & Monthly Expenditure Manifest

MOVE TO ACCEPT: Anne Crotti

SECONDED BY: Deb Kreutzer

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

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: Deb Kreutzer

SECONDED BY: Frances Tain

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes

E. Joseph Petrick	Yes
Frances Tain	Yes

- 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-Response to the April 6 opening has been “fabulous.” The mask requirement for the library is extended until further discussion.
The quarantine police will remain until further discussion.
- 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

Holiday Schedule discussion will take place at a future Trustee Meeting.

TRUSTEES DISCUSSED OUR HOLIDAY POLICY. INSTRUCTED DIRECTOR TO WRITE UP SUGGESTED POLICY FOR FIRST READING AT NEXT MEETING. THE POLICY SHOULD BE MODELED ON TOWN POLICY, INCLUDE TRUSTEE SUGGESTIONS, AND BE MORE EQUITABLE FOR ALL STAFF.

- 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.

ITEM 6

**Personnel Policy – Longevity Bonus
First Reading April 21, 2021**

ACTION

MOVE TO SECOND READING: E. Joseph Petrick SECONDED BY: Frances Tain

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

ITEM 7

Trustee Orientation Discussion Continued-Will be discussed at next meeting.

ITEM 8

Other:

Friends Update: Transition of board treasurer position
Friends met April 17, 2021. By-Laws were reviewed, discussed and accepted.
Friends discussed possible participation in upcoming community activities.

ITEM 9

Schedule Next Meeting: May 19, 2021 5:30pm

**ADJOURN
PUBLIC
SESSION
7:18pm**

MOVE TO ADJOURN MEETING BY: Frances Tain SECONDED BY: E. Joseph Petrick

TRUSTEES	VOTE RECORD
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

RECORDING SECRETARY: Anne Crotti

TREASURER'S REPORT

January 2021 through December 2021

		Selected Period	Budgeted	\$ Difference
4-0000	Income			
4-1000	Town Appropriation remains 2020	\$11,341.00		
	Town Appropriation - 2021	\$0.00	\$18,293.00	\$18,293.00
4-1010	Heating Oil Appropriation	\$2,554.98	\$3,418.00	\$863.02
4-2000	Personnel Appropriation	\$46,433.56	\$195,386.00	\$148,952.44
4-3510	Contribution Overdue	\$83.00	\$0.00	(\$83.00)
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	\$10,021.00	\$19,757.00	\$9,736.00
4-5020	Town Trust Funds	\$11,062.00	\$11,062.00	\$0.00
4-5030	Established TrustFund Donation	\$750.00	\$0.00	(\$750.00)
4-5040	Memory/Honor Donations	\$0.00	\$0.00	\$0.00
4-5050	General Purpose Donation	\$250.00	\$0.00	(\$250.00)
4-6000	Sale of Surplus	\$14.00	\$0.00	(\$14.00)
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
4-7010	NHPA GRANT	\$0.00	\$0.00	\$0.00
4-7015	Moose Plate Grant	\$0.00	\$0.00	\$0.00
4-7020	NHHC Speaker Reimbursement	\$1,600.00	\$0.00	(\$1,600.00)
	Total Income	\$72,968.54	\$247,916.00	\$174,947.46
6-0000	Expenses			
6-1010	Heating Oil Appropriation	\$2,554.98	\$3,418.00	\$863.02
6-2000	Personnel Appropriation	\$46,433.56	\$195,386.00	\$148,952.44
6-2020	Meetings/Membership/Mileage	\$60.00	\$0.00	(\$60.00)
6-2030	Staff Development	\$45.00	\$100.00	\$55.00
6-3000	Books	\$5,703.24	\$16,000.00	\$10,296.76
6-3007	Downloadable Content	\$0.00	\$0.00	\$0.00
6-3010	Audio Books	\$324.47	\$1,500.00	\$1,175.53
6-3020	Periodicals	\$0.00	\$1,000.00	\$1,000.00
6-3030	DVD - Appropriation Fund	\$93.00	\$750.00	\$657.00
6-3035	DVD - Fine Revenue	\$188.00	\$224.00	\$36.00
6-4000	General Maintenance	\$1,881.00	\$9,500.00	\$7,619.00
6-4010	Building Repairs	\$129.00	\$3,900.00	\$3,771.00
6-4020	Utilities	\$2,165.00	\$7,582.00	\$5,417.00
6-4030	Supplies	\$469.00	\$3,375.00	\$2,906.00
6-4035	COVID RELATED SUPPLIES	\$416.00	\$1,000.00	\$584.00
6-5010	Technical Maintenance	\$0.00	\$500.00	\$500.00
6-5020	Equipment	\$860.00	\$0.00	(\$860.00)
6-6000	Library Programs - Contracted	\$3,906.00	\$4,006.00	\$100.00
6-6010	Library Program -Speaker & Sup	\$0.00	\$0.00	\$0.00
6-6020	Staff Reimbursed Purchase	\$0.00	\$0.00	\$0.00
6-6080	Bank Fees	\$0.00	\$0.00	\$0.00
6-6090	Trustees of the Trust Fund	\$0.00	\$0.00	\$0.00
6-7020	NHHC Speaker Reimbursed	\$1,600.00	\$0.00	(\$1,600.00)
	Total Expenses	\$66,828.25	\$248,241.00	\$181,412.75
				\$0.00
	Net Profit/(Loss)	\$18,055.00	(\$324.00)	(\$18,379.00)

Tucker Free Library MANIFEST FOR APPROVAL

4/13/2021 To 5/11/2021

ID#	Date	Category	Line Item	Memo/Payee	Deposit	Subtotal	Withdrawal	Balance	Money to Accept
General Checking Account									
	4/13/2021			Voided; Duplicate entry			\$0.00	\$50,032.25	
	4/13/2021	UTILITIES	6-4020	Eversource			\$118.06	\$49,914.19	
	4/13/2021			Baker & Taylor			\$696.71	\$49,217.48	
		ACQUISITIONS-AUDIO	6-3010	Audio Book Purchase	\$	59.92			
		ACQUISITIONS-BOOKS	6-3000	Book Purchase	\$	636.79			
CR000332	4/13/2021	CONTRIBUTIONS	4-3510	Donation for Overdue	\$12.99			\$49,262.22	
	4/13/2021	COPIER FEE	4-3520	Copies	\$31.75				
CR000333	4/22/2021	TOWN TRUST FUNDS	4-5020	Annual Payment	\$11,062.48			\$60,324.70	
	4/23/2021	EQUIPMENT	6-5020	Chase Bank			\$859.98	\$59,464.72	
	4/27/2021	MEETING FEE	6-2020	NHLTA			\$60.00	\$59,404.72	
	4/27/2021	UTILITIES	6-4020	Henniker Waste Water			\$240.00	\$59,164.72	
	4/27/2021			SYNCB/Amazon			\$700.42	\$58,464.30	
		SUPPLIES	6-4030	General Building Supplies	\$	343.56			
		ACQUISITIONS -DVD	6-3035	DVD	\$	188.39			
		ACQUISITIONS-BOOKS	6-3000	BOOKS	\$	168.47			
	4/27/2021	UTILITIES	6-4020	TDS			\$39.93	\$58,424.37	
	4/27/2021	UTILITIES	6-4020	TDS			\$44.72	\$58,379.65	
CR000334	4/27/2021	CONTRIBUTIONS	4-3510	Donation for Overdue	\$30.00			\$58,423.65	
		SALE OF SURPLUS	4-6000	Duplicate Copv Sod	\$14.00				
	5/4/2021	UTILITIES	6-4020	Comcast -Internet			\$118.44	\$58,305.21	
	5/4/2021	GEN MAINTENCE	6-4000	Star Light Cleaning Services			\$412.00	\$57,893.21	
CR000335	5/11/2021	WILLIS COGSWELL	4-5010	3RD Quarter Payment	\$5,081.18			\$63,009.39	
		COPIER FEE	4-3520	Copies	\$35.00				
						\$16,267.40			
							\$3,290.26		

THESE RECEIPTS AND BILLS HAVE ALL BEEN REVIEWED AND APPROVED BY:

Lynn M. Piotrowicz, Library Director on May 11, 2021

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	\$ 1,472.54	\$ -	
Dr. Francis O. Holmes	MEMORIAL BOOKS	NATURE, NATURALIST, SCIENCE, SCIENCE BIO	\$ 69.74	\$ -	\$ 114.64	\$ 213.30	\$ 95.19	\$ 15.84	\$ 118.11
D.W. & E. Cogswell	LIBRARY OPERATIONS		\$ 945.76	\$ -	\$ 954.18	\$ 954.18	\$ 954.18	\$ -	
A.D. Huntoon	LIBRARY OPERATIONS		\$ 64.73	\$ -	\$ 65.29	\$ 65.29	\$ 65.29	\$ -	
Marjorie B. Bennett	MEMORIAL BOOKS	AUDIO BOOKS	\$ 531.97	\$ -	\$ 634.23	\$ 1,063.96	\$ 137.46	\$ 49.49	\$ 926.50
Scott J. Berry	MEMORIAL BOOKS	ART, DESIGN, DIY, HOME, YARD & GARDEN STRUCTURES	\$ 40.42	\$ -	\$ 113.34	\$ 565.75	\$ 46.44	\$ 18.52	\$ 519.31
Mary F. Kjellman	MEMORIAL BOOKS	HEALTH, WOMEN ACHIEVERS, GARDENING, HISTORY	\$ 68.73	\$ 275.00	\$ 180.96	\$ 449.42	\$ 73.52	\$ 14.81	\$ 375.90
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	\$ 664.23	\$ -	
Alice V. Colby	LIBRARY OPERATIONS		\$ 19.47	\$ -	\$ 19.65	\$ 19.65	\$ 19.65	\$ -	
George W. Tucker	LIBRARY OPERATIONS		\$ 6,187.71	\$ -	\$ 6,242.82	\$ 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	\$ 82.01	\$ 39.68	\$ 137.25
			\$ 10,070.25	\$ 575.00	\$ 11,062.49	\$ 14,528.16			\$ 4,653.04

Lynn,

Ok.

The Cammett distribution from the proceeds of a life insurance policy would be unrestricted. The TD Bank refund is an extra distribution of income from the Willis Cogswell Trust. So that is unrestricted.

The trustees could take a vote at a meeting to designate any of the unrestricted funds as quasi-endowment or board restricted endowment (not Childs, as it is already restricted). That will guide the trustees going forward as to the investment and use of those funds.

But two points. A trustee vote at a later time could remove that designation. And from an accounting and legal standpoint, those funds remain available for use, both principal and income, subject to trustee vote and underlying town meeting spending appropriation.

Tom

From: tuckerfree@comcast.net <tuckerfree@comcast.net>
Sent: Wednesday, April 7, 2021 12:39 PM
To: Donovan, Thomas <Thomas.J.Donovan@doj.nh.gov>
Subject: Re: FW: Question - Referred to you by Amy Tardiff

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Thank you for getting back to me Tom.

I have dug through the files and attached what I have on the Cammett money. Tucker Free was named a beneficiary to her insurance policy. We received a check for \$5000 after filling out a form that the family sent us. We never received any direction from the Cammett family, actually, no-one really knows why the money was left to us (family and board at the time). Since it arrived around the same time as the Soderstrom money we added it to that pot to be used for future building projects.

The TDBank Refund came around the same time as well. It had something to do with the conversion of the account to a UniTrust (?) and then the redesignation because it actually wasn't eligible for this.

What steps would the trustees have to take to designate as a quasi-endowment or board restricted endowment to protect this fund for our future building project?

Lynn M. Piotrowicz, M.A., M.L.S.

Director

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[Newsletter \(mailchi.mp\)](#)

NHLTA Library of the Year, 2018

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Henniker, NH 03242
603-428-3471

tuckerfreelibrary.org

On 04/07/2021 9:53 AM Donovan, Thomas <thomas.j.donovan@doj.nh.gov> wrote:

Lynn,

Thanks for reaching out to us. Audrey kicked this over to me for a further response.

As you can see from Audrey's research, the Childs fund is permanently restricted, income only can be used.

Cammett. We have no record. Do you have something you can forward us?

TD Bank refund. This must relate to one or more funds, so we are not sure why it is a separate fund.

Soderstrom. The largest. Unfortunately, this bequest came to the library with no restrictions. It is prudent for the library trustees to set it aside for a future project, and call it "quasi-endowment" or board restricted endowment. But legally it can be used for any library purpose now, subject to trustee ok and legislative body appropriation. Neither the trustees nor this office can turn it into a donor restricted fund. Only a court can do that.

I suggest you work with the selectmen to explain the importance of libraries to have reserve funds from donor gifts to be used for future building projects. That often becomes an important component to lower the amount of taxpayer funds to be used for library building projects.

Good luck.

Tom

Thomas J. Donovan
Director of Charitable Trusts
Department of Justice
33 Capitol Street
Concord, NH 03301
603-271-1288

www.doj.nh.gov/charitable-trusts

From: Blodgett, Audrey <audrey.m.blodgett@doj.nh.gov>
Sent: Wednesday, April 7, 2021 8:53 AM
To: Donovan, Thomas <Thomas.J.Donovan@doj.nh.gov>
Subject: FW: Question - Referred to you by Amy Tardiff

According to our records:

Cammett – we have no document
Childs - \$5,000 to establish endowment fund, income f/b/o Francis Lane Childs Historical Room, if not need, then for general purposes of library
Soderstrom – gift to library no restrictions
TD Bank refund – not sure what this means

So, private money, they can't just take and spend as they wish. If they can't find a document establishing the fund don't they need to either go to court or do an NJSA if applicable to allow spending?

From: TUCKER FREE LIBRARY <tuckerfree@comcast.net>
Sent: Tuesday, March 23, 2021 11:20 AM
To: Blodgett, Audrey <audrey.m.blodgett@doj.nh.gov>
Subject: RE: Question - Referred to you by Amy Tardiff

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Private money

Lynn M. Piotrowicz, M.A., M.L.S.

Director

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[Newsletter \(mailchi.mp\)](#)

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603-428-3471

tuckerfreelibrary.org

On 03/23/2021 11:15 AM Blodgett, Audrey <audrey.m.blodgett@doj.nh.gov> wrote:

How as the fund created? Private money? Town meeting warrant?
Audrey

Audrey Blodgett, Paralegal
Charitable Trusts Unit
NH Department of Justice
33 Capitol Street
Concord NH 03301
(603) 271-3591
Fax: (603) 271-2110

<https://www.doj.nh.gov/charitable-trusts/>

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From: TUCKER FREE LIBRARY <tuckerfree@comcast.net>
Sent: Tuesday, March 23, 2021 9:59 AM
To: Blodgett, Audrey <audrey.m.blodgett@doj.nh.gov>
Subject: Question - Referred to you by Amy Tardiff

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Audrey,

Amy suggested that I reach out to you regarding a question that our trustees have about an account they hold with Charter Trust.

Specifically, the trustees are wondering if there is some way to turn the money they have invested with Charter Trust into a legitimate trust. It is currently considered a "restricted fund balance" and that language is creating a big mess for us budgetarily (i.e. people say we should use it to support operations because there is no explicit intent attached to the money). The trustees have been letting it grow in hopes that it will be available for a future building project that is in the works.

In the past, when we have used this money, we have treated it much like a trust fund and asked the legislative body to approve withdrawal of funds for a specific purpose. Members of the selectboard say we should just take money out of the account to make up their recommended budget cut.

This is the documentation from the 2020 Town Report

Lynn M. Piotrowicz, M.A., M.L.S.

Director

SIGN UP FOR OUR NEWSLETTER! Get a sneak peek at:

[Newsletter \(mailchi.mp\)](#)

NHLTA Library of the Year, 2018

Tucker Free Library

31 Western Avenue
Henniker, NH 03242
603-428-3471

tuckerfreelibrary.org

Investment Policy Statement

1. Purpose

It shall be the purpose of this policy to direct the investment activity of the _____.

2. Objective

The objectives of investment activities shall be as follows: first, safety and preservation of principal; second, liquidity; and third, maximizing the return for the fund. With respect to return or yield, the assets of the portfolio are to be invested for the benefit of the _____ to maintain or increase the purchasing power of the funds principal and income over the long term, taking into account the primary objectives of safety and liquidity.

3. Spending Policy

The _____ has adopted a spending policy rule that allows a percentage of the average market value over the trailing three years to be used annually to pay for all expenses. The _____ has a _____ fiscal year end. The allowable percentage rate is set to provide a relatively predictable stream of income while maintaining a principal base that will grow. The spending policy and allowable percentage are reviewed annually by the Trustees and the investment manager. The allowable percentage rate shall not exceed ____%.

4. Investment Authority

Professional guidance: Whenever required or deemed necessary by the trustees, professional guidance will be requested of experienced professionals in the investment field. The Trustees will hire or employ the trust department or departments of a bank or banks or a brokerage firm to assist in the management and investment of trust fund resources in compliance with the investment guidelines outlined in this policy.

5. Responsibilities

- a. In accordance with this policy, the Trustees shall periodically:
 - i. Review the acceptability of various asset categories
 - ii. Set guidelines for the percentage of various asset categories
 - iii. Monitor investment manager performance.
 - iv. Establish specific goals.

- b. The Trustees have hired a professional investment manager, **Charter Trust Company**. The Trustees expect the assets to be managed over the long term. They neither expect nor encourage high turnover, nor emphasis on the short term.
- c. Those investments that the Trustees oversee should not be for speculation, but for investment, always considering the safety of capital as well as the probable income.
- d. The Investment Policy Statement should be reviewed and approved by the Trustees at least annually.

6. Approved Investments

- a. The Trustees shall select asset classifications, presently limited to domestic and international common stock, preferred stock, U.S. government and corporate bonds, mutual funds, exchange traded funds, and cash equivalents.

7. Constraints

a. Guidelines – Equities:

- i. **The percentage of the portfolio in common and convertible preferred stock shall not exceed 65% nor fall below 35% of the total market value of the portfolio. The current target is 50%.**
- ii. Equities purchases are restricted to those listed in the S&P 1500 & Global 700 indices and/or those approved by the Investment Manager unless otherwise noted.
- iii. For the purpose of diversification, no single equity should exceed 10% of the total market value of the equity portion of the portfolio, except in unusual circumstances. The total value of a single company (equity or fixed income) should not exceed 10% of the market value of the entire portfolio.
- iv. The equity portfolio shall at all times be well diversified across industry groups as defined by Standard & Poor's. Although the Trustees prefer not to specify precise weightings, the intent is to comply with common law prudence.

b. Guidelines – Fixed Income and Cash Equivalents:

- i. **The percentage of the portfolio held in fixed income investments and cash equivalents shall not exceed 65% nor fall below 35% of the total market value of the portfolio. The current target is 50% of total assets: 45% fixed income, 5% cash equivalents.**
- ii. Convertible bonds and preferred stock shall not exceed 15% of the total market value of the portfolio.
- iii. Corporate bonds shall at the time of purchase be restricted to “investment grade” quality (BBB or better) by a nationally recognized rating agency.

8. Reporting

The investment manager shall provide quarterly reports listing all holdings and transactions. Additionally, the investment manager shall provide periodic reviews comparing portfolio performance to relative indices.

9. Conflicts of Interest

Trustees shall refrain from personal business activity that could conflict with the investment program or could impair their ability to make impartial investment decisions. Trustees shall disclose any significant outside activity or interest that could be related to the investment performance.

Any deviation from these policy guidelines shall require the approval of the _____ board of trustees.

Approved by the Trustees:

_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date

Director's Report

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

Topic: Board Meeting

Time: May 19, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81959475588?pwd=UEtBbnVGM3Exek1MRXhaTUQxVnptdz09>

Meeting ID: 819 5947 5588

Passcode: 441251

- 1) Decision of Independence Day Holiday Weekend
- 2) Status update on library services & additional service decisions
 - a) Summer Reading Program & In-person/outdoor story time
 - b) PageTurners Book Group -in person at library or at WB under tent
 - c) Self-check-in
 - d) Quarantine
- 3) Friends' Update
- 4) Grant and project ideas
 - a) Moose Plate
 - b) \$1543 from State in Round 1
<https://www.nh.gov/nhsl/services/librarians/AmericanRescuePlanAct.html>
 - c) Thinking bigger for Round 2. Grants will start at \$10,000.00
- 5) Community Relations Initiative
 - a) Library Ambassadors at events
 - b) Civic Groups
- 6) Town Relations Initiative - Library Director's Role
 - a) First Friday meetings
 - b) Finding common goals

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

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

(Approved by Board of Trustees, 05/19/2021)

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 prorated for the number of days of longevity in that year calculated from the employee's anniversary date to the day the 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 prorated for the number of days of longevity in that year calculated from the employee's anniversary date to the day the 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: May 19, 2021

Final Reading/Approved: May 19, 2021

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		

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

HOLIDAY POLICY AS IT IS CURRENTLY WRITTEN

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

NAME	Holidays 2021
Piotrowicz	4
Getts	2
Lawrence	3
Colby	7
Longan	2
Newcomb	4

NEW POLICY FOR CONSIDERATION

The Tucker Free Library 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 | Thanksgiving - Friday |
| Independence Day | Christmas Day |
| Labor Day | |

In addition, the board will determine one (1) additional holiday which may change from year to year. *(Comment. Not part of policy... This is traditionally the XMAS EVE FLOAT. Town employees vote when it is used. Trustees have historically closed the library on XMAS EVE but OPEN on NYEVE with reduced hours. The Town has also used this float for Independence Day, if the holiday falls on a Tuesday the employees may vote to use float on Monday or Friday if the holiday is on Thursday).* 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.~~ The trustees will set the annual holiday calendar and approve dates for Holiday Time Bank expiration as provided by the director at their meeting in November.

Employees who are absent for unauthorized reasons on the day preceding and/or following a holiday shall forfeit holiday pay and not earn time in their holiday bank time for said holiday.

~~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.~~

Full-time employees shall be granted paid holiday time. Permanent part time employees who work 20 hours or more per week for more than 30 weeks shall be granted paid holiday time on a pro-rated basis. If the employee works fewer than 20 hours per week and/or has been on staff for less than 30 weeks, that employee will in the event the holiday falls on a work day, be paid for the time usually worked but not earn holiday bank time. Substitutes or occasional employees who are not regularly scheduled are not eligible for holiday pay or to earn holiday bank time.

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

Any employee who is not scheduled to work on a calendar holiday will earn holiday bank time and be given the opportunity to schedule another work day off with pay, such day to be at the discretion of the library director.

All holiday bank time must be used within four weeks of the holiday. *(Comment. Not Part of Policy... Opted for 4 weeks instead of 6 to eliminate the opportunity to have multiple days in bank to use. Do not want the unintended consequence of staff having two or three days extra that they use at same time thus creating staffing difficulties.)* If the time is not used within four weeks, then the time is forfeited. If, upon discussion with library director, it is not convenient for a staff member to use their holiday bank time because of library scheduling conflicts, then the director and staff member can make accommodations to extend the use of holiday bank time by up to four additional weeks but, the time cannot be used in combination with other holiday bank time.

Upon termination or resignation from employment, any holiday bank hours are forfeited and no pay will be provided in lieu of those hours.

HOLIDAY	DATE	DAY OF WEEK	OBSERVED ON	HOLIDAY BANK USE BY DATE
New Year’s Day	January 1, 2022	Saturday	Friday	January 29, 2022
Martin Luther King Day	January 17, 2022	Monday		February 21, 2022
President’s Day	February 21, 2022	Monday		March 21, 2022
Memorial Day	May 31, 2021	Monday		June 28, 2021
Independence Day	July 4, 2021	Sunday	Monday	August 1, 2021
Labor Day	September 6, 2021	Monday		October 4, 2021
Columbus Day	October 11, 2021	Monday		November 8, 2021
Veteran’s Day	November 11, 2021	Thursday		December 9, 2021
Thanksgiving	November 25, 2021	Thursday		December 23, 2021

Thanksgiving Friday	November 26, 2021	Friday		December 24, 2021
Christmas Day	December 25, 2021	Saturday	Friday	January 22, 2022
Float				

1st Reading: May 19, 2021

2nd Reading

Final Reading/Approved: XX/XX/2021 (Replaces policy Approved by Board of Trustees, 2/11/2014)

TRUSTEE ORIENTATION DISCUSSION

- 1. Library Ambassadors**
- 2. Memorandum of Understanding**
- 3. Questions**
 - a. Process?
 - b. Policies?
 - c. Direction?
- 4. Suggestions for meeting information**
 - a. How many of the trustees feel that they would like to receive some or all of the meeting package in the mail?
 - b. What parts of the meeting package should be included in the mail and/or what could be accessed on your devices?
 - c. How did you access the package for this meeting? Do you prefer a large PDF document with pagination? Did you find the linked Google Drive easy to use? Do you prefer Google Drive so you can edit or comment on documents while reading?
- 5. Feedback -- what can be done to improve?**
 - a. Four of the six of us have been doing meetings the same way for years, Reflecting on your prior experience, are there ways that you think we could improve the functioning of our board?
- 6. Strategies & Goals - What are your thoughts?**
 - a. Short-term
 - b. Long-term

_____ 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

Library Trustee

Board of Selectmen

Library Trustee

Board of Selectmen

Library Trustee

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

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

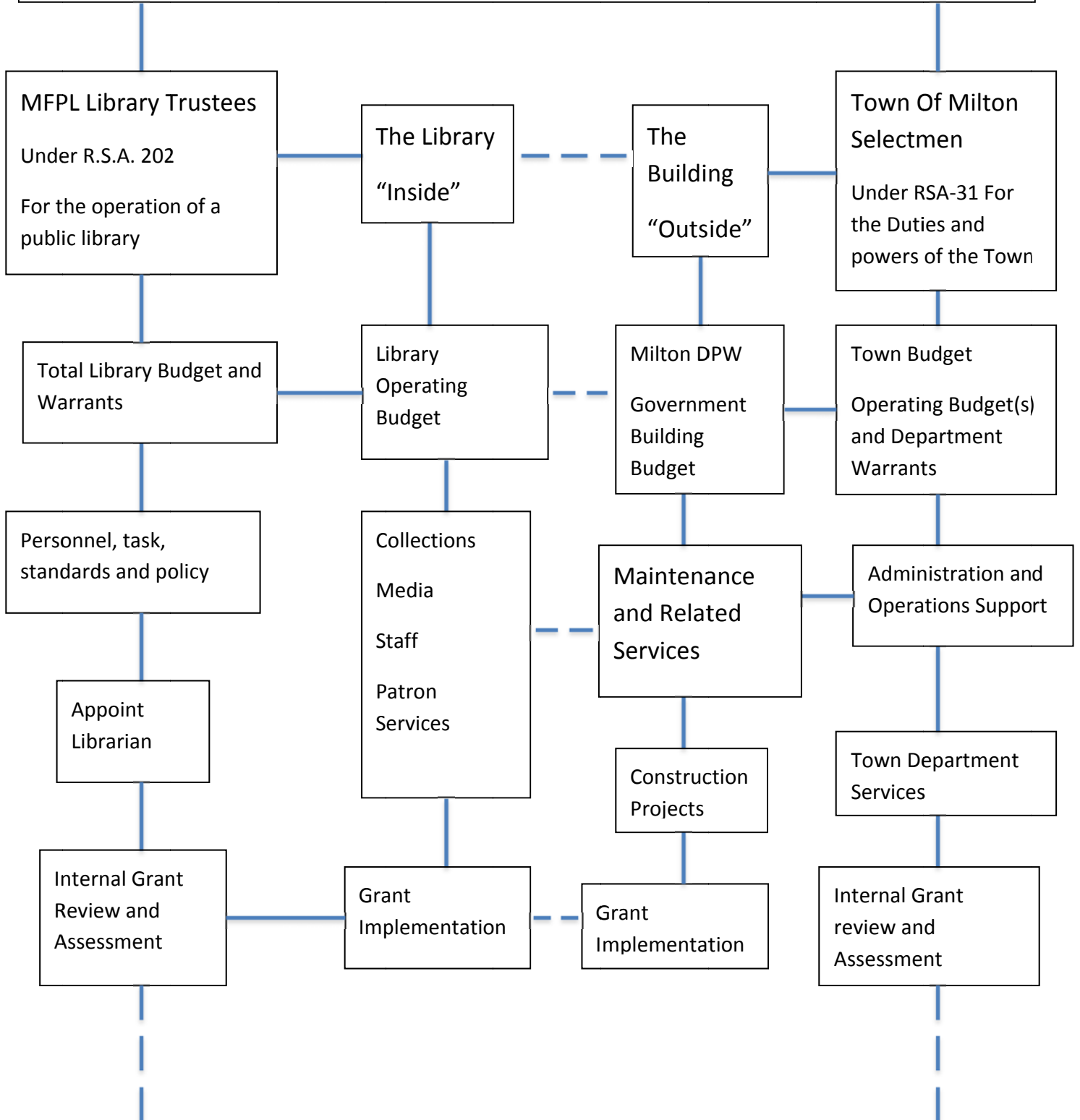
(Name) Town of Milton Selectman

(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