

ROLL CALL
5:30pm

ACTION - RECORD ATTENDANCE

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

ITEM 1

Public Forum

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
Rob Reno-FTFL	Sylvia Lennox-FTFL

ITEM 2

Minutes of Meeting: April 21, 2021

MOVE TO ACCEPT WITH CORRECTIONS: Deb Kreutzer SECONDED BY: Fran Tain

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

ITEM 3

Treasurer's Report & Financial Deliberations

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

MOVE TO ACCEPT: Joseph Petrick SECONDED BY: Anne Crotti

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

2) Monies to Be Accepted: None

3) Deliberation regarding Charter Trust/Bar Harbor Fund

- a) Discussion concerning Investment Policy Statement from CT
Trustees discussed and agreed this would provide a clear declaration of our intention. Joseph Petrick and John Capuco will meet with representatives from Charter Trust to move forward with this document.
- b) Designation to Quasi-endowment or board restricted endowment per DOJ suggestion

ITEM 4

Director's Report

Discussion of the following:

Grant and Project Ideas: Moose Plate and State Library Grants

Community Relations Initiatives

Town Relations Initiatives

Sylvania Lennox from the FTFL gave an update on the FTFL.

1) Decision of Independence Day Holiday Weekend

ACTION: Library will be closed Saturday, July 3, 2021.

MOVE TO ACCEPT: John Capuco SECONDED BY: Anne Crotti

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

2) Status update on library services & additional service decisions

- a) Summer Reading Program & In-person/outdoor story time beginning June 23, 2021

MOVE TO ACCEPT: John Capuco **SECONDED BY: Fran Tain**

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

b) PageTurners Book Group -in person at library meeting one Tuesday a month.

MOVE TO ACCEPT: Deb Kreutzer **SECONDED BY: Fran Tain**

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

c) Self-check-in

Trustees/Staff/Director are comfortable with ending self check-in effective Tuesday, June 25, 2021.

MOVE TO ACCEPT: Deb Kreutzer **SECONDED BY: Fran Tain**

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

d) Quarantine

Trustees/Staff/Director are comfortable with ending book quarantine effective Tuesday, June 25, 2021.

MOVE TO ACCEPT: Deb Kreutzer **SECONDED BY: Anne Crotti**

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

e) Mask Policy

Library signage will reflect DHHS and CDC Guidelines moving forward

MOVE TO ACCEPT: Deb Kreutzer **SECONDED BY: Fran Tain**

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

ITEM 5

Personnel Policy – Longevity Bonus

Second Reading May 19, 2021

MOVE TO ACCEPT: John Capuco **SECONDED BY: Fran Tain**

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

ITEM 6

Personnel Policy – Holiday Policy

DISCUSSION OF POLICY & FIRST READING

First Reading May 19, 2021

MOVE TO SECOND READING: SO MOVED. Will have second reading at July 28, 2021 meeting

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

Discussion of meeting protocol and process for information sharing .

ITEM 8

Other:

ITEM 9

Schedule Next Meeting: Tentative Date: July 28, 2021 5:30

**ADJOURN
PUBLIC
SESSION
7:22pm**

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

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 Pavment	\$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 Copy 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		

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 \$ 341,727.77 | \$ 387,192.97 | \$ 379,027.65 | \$ 407,824.58 | \$ 410,711.63

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	CATEGORIES	EXPENDED 2020	DEPOSIT TO TRUST FUND	RECD 2021	\$ TO SPEND 2021	Spent Thus Far 2021	CURRENT MONTH	REMAINING
L.A. Cogswell	LIBRARY OPERATIONS	NATURE, NATURALIST, SCIENCE, SCIENCE BIO	\$ 1,469.54	-	\$ 1,472.54	\$ 1,472.54	\$ 1,472.54	\$	-
Dr. Francis O. Holmes	MEMORIAL BOOKS		\$ 68.74	-	\$ 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		\$ 656.37	-	\$ 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