

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
None	

ITEM 2

Minutes of Meeting: May 19, 2021

MOVE TO ACCEPT: Debra Kreutzer

SECONDED BY: John Capuco

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: John Capuco

SECONDED BY: Joseph Petrick

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

2) Monies to Be Accepted:

Bill and Anne Crotti, \$50.00 for the General Fund

Colleen Grady, \$80.00 to honor Joseph Grady

MOVE TO ACCEPT: Frances Tain

SECONDED BY: John Capuco

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

3) Continued discussion regarding Charter Trust/Bar Harbor Fund. Review John Capuco's suggested policy
1st reading will be sent to Charter Trust followed by a 2nd reading.

MOVE TO ACCEPT: Debra Kreutzer

SECONDED BY: Joseph Petrick

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

ITEM 4

Director's Report

- 1) Traffic, programs, and circulation-Continued increase in circulation and attendance at Story Time
- 2) Company credit/debit card – Type and limits. Policy.
Trustees agreed to set up a credit card for the library with Citizens Bank. The credit limit will be \$5,000.00.
1st reading on policy for use will be put on the agenda for the next meeting.
- 3) Staff updates-Discussion of possible staff changes in the future months.
- 4) Friends' Update-The Friends have supported Steam kits and the summer adult raffle. Planning for participation at Music on Main Street is in process. The Ambassador Program was launched.

ITEM 5 Personnel Policy – Holiday (addition of Juneteenth once town addresses?)

Second Reading July 28, 2021

MOVE TO ACCEPT: Frances Tain

SECONDED BY: Debra Kreutzer

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

MOVE TO APPROVE THE HOLIDAY BANK SPREAD SHEET: 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

ITEM 6 Personnel Policy – Employee Evaluations and Merit increases

After discussion, this item was tabled for this meeting.

ITEM 7 GRANTS – UPDATE

- 1) ARPA Round 1 – Submitted application, received funds, completed final report
- 2) ARPA Round 2 – Considerations/Competitive/Community Cooperation Project
- 3) Moose Plate – Submitted application, awaiting notification
- 4) SHARP – Humanities Project – Considerations/AV Equipment use for library programs

ITEM 8 Other

- 1) Magazine Subscriptions and additional fees for NHDB
Patrons will be surveyed to decide on 10 most popular subscriptions.
A total of \$500.00 will be allocated for this purchase.
Discussion of Downloadable available on Library Website
- 2) Ambassador program – social media campaign “WE MADE A DIFFERENCE!”
Library staff working on this outreach campaign
- 3) Newsletter and programming
- 4) Email from Town Administrator asking for input on projects we will be submit for funding.
Garaventa Replacement/Building Project will be included.
- 5) Sustainable Shelving Program (SSP) through Baker & Taylor. Mechanism to move weeded items out of building and in some cases earn credits toward our account.

ITEM 9 Schedule Next Meeting: September 8, 2021 at 5:30pm

**ADJOURN
PUBLIC
SESSION
7:30pm**

MOVE TO ADJOURN MEETING BY: Anne Crotti

SECONDED BY: Frances Tain

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

RECORDING SECRETARY: Anne Crotti

Tucker Free Library MANIFEST FOR APPROVAL

5/11/2021 To 7/21/2021

		Payee Information	Acct#	Account Name	Debit	Credit
BILLS PAID						
CD	12-May-21	Eversource 5356	1-1100	General Checking Account		\$140.61
		5356	6-4020	Utilities	\$140.61	
CD	18-May-21	Lynn Piotrowicz 1022	1-1100	General Checking Account		\$110.00
		1022	6-5010	Technical Maintenance	\$110.00	
CD	18-May-21	Baker & Taylor 5355	1-1100	General Checking Account		\$1,150.71
		5355	6-3010	DVD - Appropriation Fund	\$93.47	
		5355	6-3000	Books	\$1,057.24	
CD	26-May-21	TDS 5358	1-1100	General Checking Account		\$38.72
		5358	6-4020	Utilities	\$38.72	
CD	26-May-21	TDS 5359	1-1100	General Checking Account		\$43.99
		5359	6-4020	Utilities	\$43.99	
CD	1-Jun-21	NHLTA 5360	1-1100	General Checking Account		\$150.00
		5360	6-2020	Meetings/Membership/Mileage	\$150.00	
CD	2-Jun-21	SYNCB/Amazon 5357	1-1100	General Checking Account		\$2,631.19
		5357	6-3000	Books	\$101.05	
		5357	6-5020	Equipment	\$2,428.96	
		5357	6-4030	Supplies	\$63.26	
		5357	6-3035	DVD - Fine Revenue	\$37.92	
CD	8-Jun-21	Star Light Cleaning Services 5361	1-1100	General Checking Account		\$360.50
		5361	6-4000	General Maintenance	\$360.50	
CD	9-Jun-21	Comcast 5363	1-1100	General Checking Account		\$118.44
		5363	6-4020	Utilities	\$118.44	
CD	9-Jun-21	Eversource 5364	1-1100	General Checking Account		\$151.64
		5364	6-4020	Utilities	\$151.64	
CD	10-Jun-21	Lynn Piotrowicz 1023	1-1100	General Checking Account		\$99.99
		1023	6-9600	ARPA - Round 1	\$99.99	
CD	10-Jun-21	Chase Card Services 5365	1-1100	General Checking Account		\$1,490.26
		5365	6-9600	ARPA - Round 1	\$1,490.26	
CD	15-Jun-21	Baker & Taylor 5362	1-1100	General Checking Account		\$1,475.76
		5362	6-3010	Audio Books	\$68.19	
		5362	6-3000	Books	\$1,407.57	
CD	29-Jun-21	SYNCB/Amazon 5366	1-1100	General Checking Account		\$1,461.89
		5366	6-3000	Books	\$437.25	
		5366	6-3030	DVD - Appropriation Fund	\$130.88	
		5366	6-4030	Supplies	\$79.17	
		5366	6-9605	STEAM KIT	\$814.59	
CD	30-Jun-21	Chase Card Services 5367	1-1100	General Checking Account		\$285.33
		5367	6-9600	ARPA - Round 1	\$285.33	
CD	30-Jun-21	TDS 5369	1-1100	General Checking Account		\$39.87
		5369	6-4020	Utilities	\$39.87	
CD	30-Jun-21	TDS 5370	1-1100	General Checking Account		\$44.09
		5370	6-4020	Utilities	\$44.09	
CD	30-Jun-21	Chase Card Services 5371	1-1100	General Checking Account		\$30.98
		5371	6-4030	Supplies	\$30.98	
CD	7-Jul-21	Edmunds Ace Hardware 5368	1-1100	General Checking Account		\$13.97
		5368	6-4030	Supplies	\$13.97	

CD	7-Jul-21	Comcast 5373 5373	1-1100 6-4020	General Checking Account Utilities		\$118.44	\$118.44
CD	7-Jul-21	Eversource 5374 5374	1-1100 6-4020	General Checking Account Utilities		\$151.64	\$151.64
CD	13-Jul-21	Baker & Taylor 5372 5372	1-1100 6-3000	General Checking Account Books		\$391.43	\$391.43
CD	13-Jul-21	Star Light Cleaning Services 5375 5375	1-1100 6-4000	General Checking Account General Maintenance		\$257.50	\$257.50
CD	15-Jul-21	Eversource 5377 5377	1-1100 6-4020	General Checking Account Utilities		\$254.71	\$254.71
CD	21-Jul-21	Baker & Taylor 5376 5376	1-1100 6-3000	General Checking Account Books		\$1,645.37	\$1,645.37
				Grand Total:		\$12,657.03	\$12,657.03
MONIES RECEIVED							
CR	11-May-21	CR000335 CR000335 CR000335	1-1100 4-3510 4-5010	General Checking Account Contribution Overdue Willis Cogswell Fund	\$5,116.18		\$35.00 \$5,081.18
CR	18-May-21	CR000336 CR000336 CR000336	1-1100 4-3520 4-3560	General Checking Account Copier Damaged/Lost Books	\$38.99		\$23.00 \$15.99
CR	8-Jun-21	CR000337 CR000337 CR000337 CR000337	1-1100 4-3520 4-3560 4-3510	General Checking Account Copier Damaged/Lost Books General Purpose Donation	\$64.00		\$47.00 \$15.00 \$2.00
CR	22-Jun-21	CR000338 CR000338 CR000338	1-1100 4-3520 4-5050	General Checking Account Copier General Purpose Donation	\$84.00		\$34.00 \$50.00
CR	29-Jun-21	CR000339 CR000339 CR000339 CR000339 CR000339	1-1100 4-3520 4-3510 4-9600 4-9605	General Checking Account Copier General Purpose Donation ARPA - Round 1 Steam Kit	\$2,377.59		\$18.00 \$2.00 \$1,543.00 \$814.59
CR	14-Jul-21	CR000340 CR000340	1-1100 4-3520	General Checking Account Copier	\$37.00		\$37.00
				Grand Total:		\$7,717.76	\$7,717.76

TREASURER'S REPORT

January 2021 through December 2021

		Selected Period	Budgeted	
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	\$82.99	\$82.99	\$0.00
4-3520	Copier	\$248.36	\$248.36	\$0.00
4-3540	Non-Resident Cards	\$50.00	\$50.00	\$0.00
4-3550	Overdue Processing Fee	\$5.00	\$5.00	\$0.00
4-3560	Damaged/Lost Books	\$86.97	\$86.97	\$0.00
4-5010	Willis Cogswell Fund	\$10,020.53	\$19,757.00	\$9,736.47
4-5020	Town Trust Funds	\$11,062.00	\$11,062.00	\$0.00
4-5030	Established TrustFund Donation	\$750.00	\$750.00	\$0.00
4-5050	General Purpose Donation	\$304.00	\$304.00	\$0.00
4-6000	Sale of Surplus	\$14.00	\$14.00	\$0.00
4-7020	NHHC Speaker Reimbursement	\$1,600.00	\$1,600.00	\$0.00
4-9600	ARPA - Round 1	\$1,543.00	\$1,543.00	\$0.00
4-9605	Steam Kit	\$814.59	\$814.59	\$0.00
	Total Income	\$73,212.39	\$253,414.91	\$180,202.52
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	\$210.00	\$0.00	(\$210.00)
6-2030	Staff Development	\$44.56	\$100.00	\$55.44
6-3000	Books	\$8,619.40	\$16,000.00	\$7,380.60
6-3010	Audio Books	\$299.67	\$1,500.00	\$1,200.33
6-3020	Periodicals	\$0.00	\$1,000.00	\$1,000.00
6-3030	DVD - Appropriation Fund	\$317.35	\$750.00	\$432.65
6-3035	DVD - Fine Revenue	\$224.04	\$224.04	\$0.00
6-4000	General Maintenance	\$2,498.50	\$9,500.00	\$7,001.50
6-4010	Building Repairs	\$129.00	\$3,900.00	\$3,771.00
6-4020	Utilities	\$3,126.89	\$7,582.00	\$4,455.11
6-4030	Supplies	\$656.87	\$3,375.00	\$2,718.13
6-4035	COVID RELATED SUPPLIES	\$416.24	\$1,000.00	\$583.76
6-5010	Technical Maintenance	\$110.00	\$500.00	\$390.00
6-5020	Equipment	\$3,288.94	\$0.00	(\$3,288.94)
6-6000	Library Programs - Contracted	\$3,906.00	\$4,006.00	\$100.00
6-7020	NHHC Speaker Reimbursed	\$1,600.00	\$1,600.00	\$0.00
6-9600	ARPA - Round 1	\$1,543.00	\$1,543.00	\$0.00
6-9605	Steam Kit	\$814.59	\$814.59	\$0.00
	Total Expenses	\$76,793.59	\$252,198.63	\$175,405.04

TRUST FUND ACCOUNTING

Charter Trust

SUBFUND	Starting Balance	12/31/2013	% of Fund	12/31/2018	12/31/2019	12/31/2020	3/31/2021	7/21/2021
Cammett, Helen	\$ 5,001.13	\$ 6,506.69	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,047.78	\$ 9,490.87
Childs, Anna	\$ 7,247.14	\$ 9,109.37	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 12,666.89	\$ 13,287.21
Soderstrom, Ann	\$ 189,147.45	\$ 182,352.64	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 253,567.60	\$ 265,985.27
TD Bank Refund	\$ 7,111.97	\$ 8,592.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 11,948.81	\$ 12,533.97
Total of Funds	\$ 208,507.69	\$ 206,561.67	100%	\$229,129.58	\$266,654.76	284,761.29	287,231.08	301,297.32

TD Bank

Willis Cogswell - QTRLY REPORTING	\$ 407,576.11	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 410,711.63	\$ 426,083.10
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TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2020	BALANCE 12/31/19	EXPENDED 2020	DONATIONS TO 2020	DEPOSIT TO TRUST FUND	BALANCE 12/31/2020	REC'D 2021	\$TO SPEND 2021	
L.A. Cogswell	LIBRARY OPERATIONS	\$ 1,777.48	\$ -	\$ 1,459.54				\$ 1,472.54	\$ 1,472.54	
Dr. Francis O. Holmes	MEMORIAL BOOKS	\$ 138.38	\$ 30.02	\$ 69.74			\$ 98.66	\$ 114.64	\$ 213.30	NATURE, NATURALIST, SCIENCE, SCIENCE BIO
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,151.78	\$ -	\$ 945.76				\$ 954.18	\$ 954.18	
A.D. Huntoon	LIBRARY OPERATIONS	\$ 78.82	\$ -	\$ 64.73				\$ 65.29	\$ 65.29	
Marjorie B. Bennett	MEMORIAL BOOKS	\$ 765.58	\$ 196.12	\$ 531.97			\$ 429.73	\$ 634.23	\$ 1,063.96	AUDIO BOOKS
Scott J. Berry	MEMORIAL BOOKS	\$ 136.81	\$ 356.02	\$ 40.42			\$ 452.41	\$ 113.34	\$ 565.75	ART, DESIGN, DIY, HOME, YARD & GARDEN STRUCTURES
Mary F. Kjellman	MEMORIAL BOOKS	\$ 214.77	\$ 122.42	\$ 68.73	\$ 275.00	\$ 275.00	\$ 268.46	\$ 180.96	\$ 449.42	HEALTH, WOMEN ACHIEVERS, GARDENING, HISTORY
James W. Doon	MEMORIAL BOOKS	\$ 63.74	\$ 395.37	\$ -			\$ 459.11	\$ 52.79	\$ 511.90	ANYTHING NH OR NEW ENGLAND
Preston Fund	LIBRARY OPERATIONS	\$ 801.79	\$ -	\$ 658.37				\$ 664.23	\$ 664.23	
Alice V. Colby	LIBRARY OPERATIONS	\$ 23.70	\$ -	\$ 19.47				\$ 19.65	\$ 19.65	
George W. Tucker	LIBRARY OPERATIONS	\$ 7,535.66	\$ -	\$ 6,187.71				\$ 6,242.82	\$ 6,242.82	
Robert N. Fitch	MEMORIAL TECHNOLOGY	\$ 507.09	\$ 1,137.91	\$ -	\$ 300.00	\$ 300.00	\$ 1,645.00	\$ 440.86	\$ 2,085.86	TECH EQUIPMENT ONLY
Walter K. Robinson	MEMORIAL BOOKS	\$ 123.58	\$ 12.53	\$ 23.81			\$ 112.30	\$ 106.96	\$ 219.26	CLASSICS
		\$ 13,319.18	\$ 2,250.39	\$ 10,070.25			\$ 3,465.67	\$ 11,062.49	\$ 14,528.16	