



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 JULY 28, 2021 at 5:30 PM
In-person, Tucker Free Library - NH Room
ENTER THROUGH FRONT DOOR

- | | |
|-----------|---|
| ROLL CALL | Attendance |
| ITEM 1 | Public Forum |
| ITEM 2 | Minutes of Meeting: May 19, 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 – Holiday Hours (Second Reading) |
| ITEM 6 | Personnel Policy - Employee Merit Evaluations Approved by BOS (First Reading) |
| ITEM 7 | Trustee Orientation Discussion Continued |
| ITEM 8 | Other |
| ITEM 9 | Schedule Next Meeting |

POSTED: JULY 21, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#),
[Other Henniker News Outlet Facebook Page](#)

July 28, 2021	SUPPORTING DOCS	TUCKER FREE LIBRARY, TRUSTEE MEETING																								
ROLL CALL		<p>ACTION - RECORD ATTENDANCE WE NEED TO TAKE A GROUP PICTURE FOR THE WEBSITE SO BE PREPARED</p> <table border="1"> <thead> <tr> <th>MEETING PARTICIPANTS</th> <th>PRESENT</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	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		Lynn Piotrowicz- DIRECTOR											
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ITEM 2	PGS 4-6	<p>Minutes of Meeting: May 19, 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													
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ITEM 3	<p>Treasurer's Report, PG 7</p> <p>Manifest PGS 8-9</p> <p>Trust Fund Report, PG 10</p>	<p>Treasurer's Report & Financial Deliberations</p> <p>1) 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>2) Monies to Be Accepted: Bill and Anne Crotti, \$50.00 for the General Fund 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>3) Continued discussion regarding Charter Trust/Bar Harbor Fund</p>	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 4		<p>Director's Report</p> <ol style="list-style-type: none"> Traffic, programs, and circulation Company credit/debit card – Type and limits. Policy. Staff updates Friends' Update 																								
ITEM 5	Policy Doc PGS 11-12	<p>Personnel Policy – Holiday (addition of Juneteenth once town addresses?) Second Reading July 28, 2021 ACTION MOVE TO FINAL READING OR 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													
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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
- ITEM 8** Discussion of meeting protocol and process for information sharing .
- ITEM 9** Other:
Schedule Next Meeting: Tentative Date: July 28, 2021 5:30

ADJOURN **RECORDING SECRETARY: Anne Crotti**
PUBLIC
SESSION
7:22pm

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

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

TRUST FUND ACCOUNTING

Charter Trust

	Starting Balance	12/31/2013	% of Fund	12/31/2018	12/31/2019	12/31/2020	3/31/2021	7/21/2021
SUBFUND								
Ganmett, 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
Willis Cogswell - QTRLY REPORTING	\$ 407,576.11			\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 410,711.63	\$ 426,083.10

TD Bank

TRUSTEES OF TOWN TRUST FUNDS MANAGED	RECEIVED 2020	BALANCE 12/31/19	EXPENDED 2020	DONATIONS TO TRUST FUND 2020	DEPOSIT TO TRUST FUND	BALANCE 12/31/2020	REC'D 2021	\$ TO SPEND 2021
L.A. Cogswell	\$ 1,777.48	\$ -	\$ 1,459.54			\$ 98.66	\$ 1,472.54	\$ 1,472.54
Dr. Francis O. Holmes	\$ 138.38	\$ 30.02	\$ 69.74			\$ -	\$ 114.64	\$ 213.30
D/W & E. Cogswell	\$ 1,151.78	\$ -	\$ 945.76			\$ -	\$ 954.18	\$ 954.18
A.D. Hurlbton	\$ 78.82	\$ -	\$ 64.73			\$ -	\$ 65.29	\$ 65.29
Marjorie B. Bennett	\$ 765.58	\$ 196.12	\$ 531.97			\$ 429.73	\$ 634.23	\$ 1,063.96
Scott J. Berry	\$ 136.81	\$ 356.02	\$ 40.42			\$ 452.41	\$ 113.34	\$ 565.75
Mary F. Kjellman	\$ 214.77	\$ 122.42	\$ 68.73	\$ 275.00	\$ 275.00	\$ 268.46	\$ 180.96	\$ 449.42
James W. Doon	\$ 63.74	\$ 395.37	\$ -			\$ 459.11	\$ 52.79	\$ 511.90
Preston Fund	\$ 801.79	\$ -	\$ 658.37			\$ -	\$ 664.23	\$ 664.23
Alice V. Colby	\$ 23.70	\$ -	\$ 19.47			\$ -	\$ 19.65	\$ 19.65
George W. Tucker	\$ 7,535.66	\$ -	\$ 6,187.71			\$ 6,242.82	\$ 6,242.82	\$ 6,242.82
Robert N. Fitch	\$ 507.09	\$ 1,137.91	\$ -	\$ 300.00	\$ 300.00	\$ 1,645.00	\$ 440.86	\$ 2,085.86
Waller K. Robinson	\$ 123.58	\$ 12.53	\$ 23.81			\$ 112.30	\$ 106.96	\$ 219.26
Total	\$ 13,319.18	\$ 2,250.39	\$ 10,070.25			\$ 3,465.67	\$ 11,062.49	\$ 14,528.16

C. HOLIDAYS

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. 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 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.

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. 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.

1st Reading: May 19, 2021

2nd Reading

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

SAMPLE OF HOLIDAY BANK SPREADSHEET TO BE APPROVED ANNUALLY BY THE BOARD OF TRUSTEES

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				



Town Hall
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Incorporated November 10, 1768
“Only Henniker on Earth”

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 5/21/2021

TITLE: 2nd Reading – Performance Evaluations/Merit Pay

INITIATED BY: Joseph R. Devine, Jr. Town Administrator

PREPARED BY: Joseph R. Devine, Jr. Town Administrator

PRESENTED BY: Joseph R. Devine, Jr. Town Administrator

AGENDA DESCRIPTION:

One of the goals established by the Henniker Board of Selectmen for Town Administrator Devine was to look at the Town’s evaluation process and update accordingly. I propose for first reading an updated performance evaluation form and policy for merit pay. You will find copies of the policy, a performance evaluation form for both the employee and the supervisor, and a merit pay worksheet. Also, please find copies of the current evaluation form. As you know, Henniker currently works off a step system, where all employees receive the same increase. I am proposing a system where an excellent employee would receive a more considerable increase than an average or subpar employee. The evaluation the employee receives yearly is tied directly to the increase the employee will receive.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

Motion: We waive the requirement for a third reading and adopt the policy change as presented.



POLICY AND PROCEDURE MEMO

Subject: EMPLOYEE EVALUATIONS – MERIT PAY

Policy: Addendum A, Sec 3
Date: 5/4/2021

Town Administrator

Addendum A, Section 3, Salary Increases

Effective July 1, 2021 employees will be eligible for an annual merit pay wage increase of between zero percent (0.0%) and four percent (4.0%) based upon the results of the annual performance evaluation process. See attached Exhibit A-1.

Any merit salary increases so awarded shall be based on a rating of employees by their supervisor using a systematic and formal evaluation process to be completed as set forth below. The department head will consider the written evaluation, the personnel file, recommendations of the supervisor and such other information to determine the base wage adjustment. Merit pay increases will not be diminished because of financial considerations of the Department or the Town.

Evaluation Process:

Thirty days before the anniversary date of the employee, the immediate supervisor shall complete a draft evaluation of each position/employee within their department. The evaluation shall utilize the evaluation instrument attached as Exhibit A. The immediate supervisor shall meet with each employee fifteen days before the anniversary date of the employee to discuss the draft evaluation.

The immediate supervisor shall thereafter fill out a merit pay worksheet for each employee and assign the merit pay increase in accordance therewith. The Town Administrator shall approve all evaluations and wage increases. Within seven days of the anniversary date of the employee, the employee's immediate supervisor shall advise the employee of the approved merit increase, which takes effect the first full pay week following the anniversary date of the employee.

Appeal Process:

Any employee that is dissatisfied with their assigned wage increase may ask for a meeting with the Town Administrator within 10 days of receipt of notification of their wage increase. Employees that receive less than a 1.0% wage increase may appeal the recommended wage increase to the Board of Selectmen for an opinion within thirty (30) days after the employee's anniversary date. The parties will submit their prospective positions in writing to the Board of Selectmen with the Town bearing the burden of production and proof. The parties will submit their respective positions within 15 days of a request for an appeal or upon an agreed-on date. If the Board of Selectmen finds the rating of the Town unreasonable in any manner the Town Administrator shall adjust the merit pay accordingly.

EXHIBIT A1

SUPERVISORS PERFORMANCE APPRAISAL FORM

Employee Name: _____

Position Title: _____

Department and Supervisor: _____

Appraisal Period: From: _____ To: _____

Type of Performance Appraisal: _____ Annual
_____ End of Introductory Period
_____ Other (Describe): _____

A. Objectives of Performance Appraisal Process

- To provide the employee with an evaluation of their work performance.
- To provide the employee with a formal opportunity to provide input on their work performance and goals.
- To identify and document the employee's strengths and areas for improvement, and to specify goals for improving performance as needed.
- To provide clear expectations regarding the employee's goals and priorities for the next evaluation period.
- To inform decisions regarding appropriate compensation based on performance.
- To inform decisions regarding transfers, promotions, and continued employment with the Town.

B. Performance Rating Descriptions

OUTSTANDING (O): Performance consistently far exceeds all position requirements and expectations. Quality and quantity of work are always far above standards for the position.

COMMENDABLE (C): Performance consistently meets and frequently exceeds all position requirements and expectations. Quality and quantity of work usually exceed standards for the position.

FULLY COMPETENT (FC): Performance consistently meets position requirements and expectations and sometimes exceeds expectations. Exhibits skills and abilities needed to effectively accomplish job responsibilities.

NEEDS IMPROVEMENT (NI): Performance sometimes meets position requirements and expectations, but not always. Frequently needs direction or assistance in fulfilling responsibilities. Improvements are needed to become fully competent.

UNSATISFACTORY (U): Performance falls seriously below expectations for the position. Immediate improvement is needed.

C. **Performance Factors** For each section, provide a rating and specific comments and examples to support the rating.

a. Job Knowledge and Skills

Understanding of job responsibilities and skills in performing job, including financial management.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

b. Management Effectiveness and Communications

Demonstrated ability to communicate, lead, train, supervise and direct staff to complete assigned duties effectively.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

c. Quality of Work and Initiative

Accuracy and thoroughness of work; degree to which work meets expected standards; initiative, completeness, demonstrated ability to use good judgment and make sound decisions.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

d. Policy and Procedures

Understanding of and compliance with Town policies (including dress code), procedures and practices associated with position; compliance with any applicable legal requirements for position; attention to safety; effectiveness in ensuring employee compliance with applicable policies and procedures.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

e. Cooperation, Flexibility and Teamwork

Demonstrated ability to work positively and effectively with others; ability to adapt to changes; and effectiveness in leading subordinates to do the same.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

f. Courtesy and Service Quality

Demonstrated respect and courtesy shown to subordinates, colleagues, Town management, members of the public and customers; commitment to providing consistent quality service.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

g. Other Important Performance Factors for Employee's Position

Understanding of job responsibilities and skills in performing job, including financial management.

Performance Rating: O C FC NI U

Examples and comments:

D. Review of Previous Goals (if applicable)

After reviewing the employee's goals in the previous performance appraisal, identify each goal and the extent to which the employee met each goal:

E. Notable Accomplishments

If applicable, identify any other notable accomplishments by the employee that contributed to the success of Town operations, customer relations or other areas.

F. Areas Requiring Improvement

For any performance factor in Section C where the employee received a rating of Needs Improvement or Unsatisfactory, provide specific action steps for the employee and deadline for achieving improvement.

G. Overall Performance Rating O C FC NI U

Comments:

H. Acknowledgment and Signatures

I. Supervisor: I discussed this performance appraisal with him/her on (date)

Supervisor signature: _____ Date: _____

Employee: This performance appraisal was discussed with me. I have reviewed this appraisal and understand its contents. I understand that I have the right to attach a response to this form.

Employee signature: _____ Date: _____

Town Administrators signature: _____ Date: _____

EXHIBIT A2

EMPLOYEES PERFORMANCE APPRAISAL FORM

Employee Name: _____

Position Title: _____

Department and Supervisor: _____

Appraisal Period: From: _____ To: _____

Type of Performance Appraisal: _____ Annual
_____ End of Introductory Period
_____ Other (Describe): _____

A. Objectives of Performance Appraisal Process

1. To provide the employee with an evaluation of their work performance.
2. To provide the employee with a formal opportunity to provide input on their work performance and goals.
3. To identify and document the employee's strengths and areas for improvement, and to specify goals for improving performance as needed.
4. To provide clear expectations regarding the employee's goals and priorities for the next evaluation period.
5. To inform decisions regarding appropriate compensation based on performance.
6. To inform decisions regarding transfers, promotions, and continued employment with the Town.

B. Performance Rating Descriptions

OUTSTANDING (O): Performance consistently far exceeds all position requirements and expectations. Quality and quantity of work are always far above standards for the position.

COMMENDABLE (C): Performance consistently meets and frequently exceeds all position requirements and expectations. Quality and quantity of work usually exceed standards for the position.

FULLY COMPETENT (FC): Performance consistently meets position requirements and expectations and sometimes exceeds expectations. Exhibits skills and abilities needed to effectively accomplish job responsibilities.

NEEDS IMPROVEMENT (NI): Performance sometimes meets position requirements and expectations, but not always. Frequently needs direction or assistance in fulfilling responsibilities. Improvements are needed to become fully competent.

UNSATISFACTORY (U): Performance falls seriously below expectations for the position. Immediate improvement is needed.

C. **Performance Factors** For each section, provide a rating and specific comments and examples to support the rating.

a. Job Knowledge and Skills

Understanding of job responsibilities and skills in performing job, including financial management.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

b. Effectiveness and Communications

Demonstrated ability to communicate with other staff and the public, both in a verbal and written manner.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

c. Quality of Work and Initiative

Accuracy and thoroughness of work; degree to which work meets expected standards; initiative, completeness, demonstrated ability to use good judgment and make sound decisions.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

d. Policy and Procedures

Understanding of and compliance with Town policies (including dress code), procedures and practices associated with position; compliance with any applicable legal requirements for position; attention to safety;

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

e. Cooperation, Flexibility and Teamwork

Demonstrated ability to work positively and effectively with others; ability to adapt to changes; and accept or share new responsibilities as a team player.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

f. Courtesy and Service Quality

Demonstrated respect and courtesy shown to members of the public, customers colleagues and supervisors; commitment to providing consistent quality service.

Performance Rating: **O** **C** **FC** **NI** **U**

Examples and comments: _____

g. Other Important Performance Factors for Employee's Position

Understanding of job responsibilities and skills in performing job, including financial management.

Performance Rating: O C FC NI U

Examples and comments:

D. Goals

1. Review of Previous Goals: After reviewing the employee's goals in the previous performance appraisal, identify each goal and the extent to which the employee met each goal;

2. Future Goals: List in order of priority the major goals for the next year.

E. Notable Accomplishments

If applicable, identify any other notable accomplishments by the employee that contributed to the success of Town operations, customer relations or other areas.

F. Areas Requiring Improvement

For any performance factor in Section C where the employee received a rating of Needs Improvement or Unsatisfactory, provide specific action steps for the employee and deadline for achieving improvement.

G. Overall Performance Rating O C FC NI U

Comments:

H. Acknowledgment and Signatures

I. Supervisor: I discussed this performance appraisal with him/her on _____ (date)

Supervisor signature: _____ Date: _____

Employee: This performance appraisal was discussed with me. I have reviewed this appraisal and understand its contents. I understand that I have the right to attach a response to this form.

Employee signature: _____ Date: _____

Town Administrators signature: _____ Date: _____