



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 October 13, 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: September 8, 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/Gift to Be Accepted
ITEM 4	Director's Update
ITEM 5	Personnel Policy – Employee Merit and COLA Increases – 2nd Reading
ITEM 6	Preliminary 2022 Budget Discussion
ITEM 7	Building Project Strategy Session
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: October 6, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

October 13, 2021	SUPPORTING DOCS	TUCKER FREE LIBRARY, TRUSTEE MEETING																									
ROLL CALL		ACTION - RECORD ATTENDANCE <table border="1" data-bbox="613 163 1081 394"> <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 3	Treasurer's Report, PG 6 Manifest PG 7 Trust Fund Report PG - None, no changes to report	Treasurer's Report & Financial Deliberations 1) Y-T-D Summary, Monthly Expenditure Manifest, & Trust Fund Accounting MOVE TO ACCEPT: SECONDED BY: <table border="1" data-bbox="613 867 1008 1064"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table> 2) Monies to Accept MOVE TO ACCEPT: SECONDED BY: <table border="1" data-bbox="613 1136 1008 1346"> <thead> <tr> <th>TRUSTEES</th> <th>VOTE RECORD</th> </tr> </thead> <tbody> <tr><td>John Capuco</td><td></td></tr> <tr><td>Anne Crotti</td><td></td></tr> <tr><td>Debra Kreutzer</td><td></td></tr> <tr><td>E. Joseph Petrick</td><td></td></tr> <tr><td>Frances Tain</td><td></td></tr> </tbody> </table>		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain		TRUSTEES	VOTE RECORD	John Capuco		Anne Crotti		Debra Kreutzer		E. Joseph Petrick		Frances Tain	
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ITEM 4	PG 8 PGS 9-11	Director's Update – a. Moose Plate Grant Obligations b. End of Year Projects c. Finalize holiday schedule for 2021. Holiday bank schedule 2022. Town has adopted Juneteenth.																									
ITEM 5	Policy Doc PGS 12-13 Sample Evaluation PGS 14-15	Personnel Policy – Employee Merit and COLA Increases – 2nd Reading MOVE TO ACCEPT: SECONDED BY: <table border="1" data-bbox="613 1583 1008 1780"> <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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ADJOURN PUBLIC SESSION		MOVE TO ADJOURN MEETING BY: SECONDED BY: RECORDING SECRETARY:																									

September 8, 2021 TUCKER FREE LIBRARY, TRUSTEE MEETING MINUTES

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

APPOINTMENT WITH JOE DEVINE REGARDING TOWN CITIZEN’S ACADEMY

From Joe: “I wanted to run something by you. In October/November, we are planning on doing a Citizens Academy. The idea is to get citizens involved and learn more about their town government through activities and classes. I was wondering if the library would like to have a night as well. You are an integral part of the town and the government, and it's good for people to see how the library and ran. Let me know your thoughts.”

Lynn’s Response: “I am all for it! I would guess that the trustees would support this as well because that is their major goal for me to accomplish, i.e. educating the public. We have a board meeting on the 8th if you would like to stop by at 5:30 to explain or let us know what you need.”

ITEM 2

Public Forum

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
Sylvia Lennox	

ITEM 3

Minutes of Meeting: July 28, 2021

MOVE TO ACCEPT: Deb Kreutzer

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 4

Treasurer’s Report & Financial Deliberations

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

MOVE TO ACCEPT: John Capuco

SECONDED BY: Frances Tain

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

2) Monies to Be Accepted/Gift to Be Accepted

Quilted BANNER from Deborah Keiner-Trustees discussed placement of banner behind circulation desk.

MOVE TO ACCEPT: 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

ITEM 5

Director’s Report

- 1) Traffic, programs, and circulation-Lynn reported increase in circulation of patrons and popularity of STEAM Kits. Also, there have been no issues with masking requirements.

5:45pm Director’s Report interrupted for Town Administrator-Joe Devine

Joe explained the roll-out of Henniker Citizen Academy.

Although it is still in a formative stage, this would consist of 6 sessions, October through November, with the purpose of educating residents of Henniker on the workings of the town departments. TFL will be included in this rotation. The trustees were supportive of inclusion in this initiative.

5:56pm- Re-enter regular meeting

- 2) GRANTS – UPDATE
 - a. Cogswell Benevolent Trust Update-Discussion of possible front of the building seating and landscaping.
 - b. Moose Plate – Submitted application, awaiting notification.
 - c. SHARP – Humanities Project – Submitted-Discussion of tech equipment for library and patron use.
 - d. NEH Office of Challenge Grants – It has been decided that this is not the right time to apply.
- 3) Staff updates – first holiday that falls under new personnel policy. Staff has been notified that they have until October 4, 2021 to use their Labor Day Holiday Time.
Lynn reported that all staff have signed up for this day.
- 4) NHDB Fees for 2022 \$1,922 and decrease from 2021 of \$17.00
- 5) Post meeting follow-up with BOS. Strategies going forward. Trustees decided that the best method of communication for this is to forward to Kris Blomback and request that he distribute to the Select Board.
- 6) Messenger PSA and offer from patron to explore option for non-print media
- 7) Preparing final magazine list-Patron input for the final list.
- 8) Denise wants to start a special one-time welcome blast that will be sent to new patrons. Our ILS currently sends out a welcome to new patrons but it is just text and pretty lame.
Discussion followed on methods of outreach for new patrons and new families to Henniker.
- 9) Creating an additional newsletter that will target families with small children, this is in lieu of in person programming. It will push them to subscribe to a weekly activity program. Lynn updated on the Tucker’s Tots Newsletter—18 Members to date.
- 10) Friends Update and Music on Main Street
Sylvia Lennox reported on current Friends activity.
 - a. Saturday September 18th
 - b. Thanks to the trustees, staff and friends who have volunteered.
 - c. Lynn WILL NOT BE AVAILABLE.
 - d. Additional time slots were entered to fill in at our table.
 - e. The next Friends meeting is scheduled for 9/26/21-8:00am-ZOOM

ITEM 6

Personnel Policy – Employee Merit and COLA Increases –After discussion current employee evaluations were removed from the manual. Director instructed to come up with a simple measurement tool. Policy on Employee Merit and COLA Increases moved to second reading.

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

ITEM 7 Governance Policy - Charter Trust/Bar Harbor Investment Policy –After discussion the following was decided:

*** This will be designated as a Board restricted endowment.**

MOVE TO ACCEPT THIS DESIGNATION: 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

MOVE TO ACCEPT AS Amended: John Capuco **SECONDED BY: Deb Kreutzer**

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

ITEM 8 Governance Policy - Library Credit Card Use Policy – Discussion of policy vs. operational procedure.

MOVE TO PUT THIS INFORMATION IN AN OPERATION MANUAL: Deb Kreutzer

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 9 Memorandum of Understanding – Town of Henniker and Tucker Free Library (Draft)
Tabled for future consideration.

ITEM 10 Trustee Updates, Questions, and/or Discussion
Building Project will be taken up after Town Meeting in March.
Deb Kreutzer will draft a letter to NH Senators for support

ITEM 11 Other

1. Trustees reviewed “How We Make a Budget” pamphlet-created by Lynn.
2. Materials have been weeded out for Baker & Taylor Credit.
3. Trustees support for the White Birch Golf Tournament.

ITEM 12 Schedule Next Meeting: Wednesday October, 13, 2021---5:30pm-Library

**ADJOURN PUBLIC
SESSION
7:39pm**

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

TREASURER'S REPORT

January 2021 through December 2021 (08312021-10052021)

		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	\$2,748.11	\$3,418.00	\$669.89
4-2000	Personnel Appropriation	\$149,277.71	\$195,386.00	\$46,108.29
4-3510	Contribution Overdue	\$122.00	\$122.00	\$0.00
4-3520	Copier	\$483.00	\$483.00	\$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	\$95.00	\$95.00	\$0.00
4-5010	Willis Cogswell Fund	\$15,272.00	\$19,757.00	\$4,485.00
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	\$384.00	\$384.00	\$0.00
4-6000	Sale of Surplus	\$14.00	\$14.00	\$0.00
4-6020	Reimbursed Purchase (BOTMOM)	\$171.00	\$171.00	\$0.00
4-6095	Friends of Tucker Free Library	\$40.00	\$40.00	\$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
6-0000	Expenses			
6-1010	Heating Oil Appropriation	\$2,748.11	\$3,418.00	\$669.89
6-2000	Personnel Appropriation	\$149,277.71	\$195,386.00	\$46,108.29
6-2020	Meetings/Membership/Mileage	\$210.00	\$0.00	(\$210.00)
6-2030	Staff Development	\$45.00	\$100.00	\$55.00
6-3000	Books	\$9,539.00	\$16,000.00	\$6,461.00
6-3010	Audio Books	\$784.00	\$1,500.00	\$716.00
6-3020	Periodicals	\$0.00	\$1,000.00	\$1,000.00
6-3030	DVD - Appropriation Fund	\$461.00	\$750.00	\$289.00
6-3035	DVD - Fine Revenue	\$224.04	\$224.04	\$0.00
6-4000	General Maintenance	\$3,580.00	\$9,500.00	\$5,920.00
6-4010	Building Repairs	\$129.00	\$3,900.00	\$3,771.00
6-4020	Utilities	\$5,116.00	\$7,582.00	\$2,466.00
6-4030	Supplies	\$3,042.00	\$3,375.00	\$333.00
6-4035	COVID RELATED SUPPLIES	\$569.00	\$1,000.00	\$431.00
6-5010	Technical Maintenance	\$160.00	\$500.00	\$340.00
6-5020	Equipment	\$3,528.00	\$0.00	(\$3,528.00)
6-6000	Library Programs - Contracted	\$3,906.00	\$4,006.00	\$100.00
6-6020	Reimbursed Purchase (BOTMOM)	\$171.00	\$171.00	\$0.00
6-6095	Friends of Tucker Free Library	\$40.00	\$40.00	\$0.00
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

Tucker Free Library
MANIFEST FOR APPROVAL
8/31/2021 To 10/5/2021

EXPENDITURES						
CD	1-Sep-21	TDS				
		5389	1-1100	General Checking Account		\$38.06
		5389	6-4020	Utilities	\$38.06	
CD	1-Sep-21	TDS				
		5390	1-1100	General Checking Account		\$43.37
		5390	6-4020	Utilities	\$43.37	
CD	8-Sep-21	Comcast				
		5393	1-1100	General Checking Account		\$118.44
		5393	6-4020	Utilities	\$118.44	
CD	9-Sep-21	Eversource				
		5394	1-1100	General Checking Account		\$450.49
		5394	6-4020	Utilities	\$450.49	
CD	14-Sep-21	Dimentech				
		5391	1-1100	General Checking Account		\$50.00
		5391	6-5010	Technical Maintenance	\$50.00	
CD	14-Sep-21	Star Light Cleaning Services				
		5392	1-1100	General Checking Account		\$412.00
		5392	6-4000	General Maintenance	\$412.00	
CD	21-Sep-21	Baker & Taylor				
		5395	1-1100	General Checking Account		\$772.35
		5395	6-3000	Books	\$654.16	
		5395	6-3010	Audio Books	\$118.19	
CD	29-Sep-21	SYNCB/Amazon				
		5396	1-1100	General Checking Account		\$818.58
		5396	6-6020	Staff Reimbursed Purchase	\$171.38	
		5396	6-4035	COVID RELATED SUPPLIES	\$60.00	
		5396	6-4030	Supplies	\$99.08	
		5396	6-3000	Books	\$30.88	
		5396	6-3030	DVD - Appropriation Fund	\$218.24	
		5396	6-5020	Equipment	\$239.00	
CD	29-Sep-21	TDS				
		5398	1-1100	General Checking Account		\$39.70
		5398	6-4020	Utilities	\$39.70	
CD	29-Sep-21	TDS				
		5399	1-1100	General Checking Account		\$44.52
		5399	6-4020	Utilities	\$44.52	
CD	5-Oct-21	Premier Printing & Embroidery				
		5397	1-1100	General Checking Account		\$59.36
		5397	6-4030	Supplies	\$59.36	
CD	5-Oct-21	Star Light Cleaning Services				
		5402	1-1100	General Checking Account		\$309.00
		5402	6-4000	General Maintenance	\$309.00	
Grand Total:					\$3,155.87	\$3,155.87
REVENUE						
CR	31-Aug-21					
		CR000345	1-1100	General Checking Account	\$63.75	
		CR000345	4-3520	Copier		\$60.00
		CR000345	4-3510	Contribution Overdue		\$3.75
CR	7-Sep-21					
		CR000346	1-1100	General Checking Account	\$36.00	
		CR000346	4-3510	Contribution Overdue		\$2.00
		CR000346	4-3520	Copier		\$34.00
CR	22-Sep-21					
		CR000347	1-1100	General Checking Account	\$179.00	
		CR000347	4-3510	Contribution Overdue		\$20.00
		CR000347	4-3520	Copier		\$18.00
		CR000347	4-6000	Sale of Surplus		\$24.00
		CR000347	4-6020	Staff Reimbursed Purchase		\$117.00
CR	29-Sep-21					
		CR000348	1-1100	General Checking Account	\$67.75	
		CR000348	4-3510	Contribution Overdue		\$3.00
		CR000348	4-3520	Copier		\$10.00
		CR000348	4-3560	Damaged/Lost Books		\$8.00
		CR000348	4-4000	Indirect Public Support		\$31.75
		CR000348	4-6000	Sale of Surplus		\$15.00
CR	5-Oct-21					
		CR000349	1-1100	General Checking Account	\$15.00	
		CR000349	4-4000	Indirect Public Support		\$15.00
Grand Total:					\$361.50	\$361.50

END OF YEAR PROJECTS

- 1) Blinds
- 2) Wide-format printer
- 3) reMarkables
- 4) Electric installed out front
- 5) New desktop computers for: 3 Adults, 4 Kids
- 6) New laptop for ERIN/LP – LP purchased 10/1

SEE SUPPLEMENTAL PACKAGE FOR DETAILED
INFORMATION ON END OF YEAR PROJECTS

HOLIDAY	DATE	DAY OF WEEK	OBSERVED ON	HOLIDAY BANK USE BY DATE
New Year's Day	January 1, 2022	Saturday	Friday	
Martin Luther King Day	January 17, 2022	Monday		
President's Day	February 21, 2022	Monday		
Memorial Day	May 31, 2021	Monday		
Independence Day	July 4, 2021	Sunday	Monday	
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: July 28, 2021

Final Reading/Approved: 07/28/2021 (Replaces policy Approved by Board of Trustees, 2/11/2014)



TOWN OF HENNIKER 2021 Holiday Schedule*

*In accordance with Addendum A, Sect. 4 (page 33)
of the town of Henniker Personnel Policy

Friday, January 1	New Year's Day
Monday, January 18.....	Civil Rights Day
Monday, February 15.....	President's Day
Monday, May 31.....	Memorial Day
Monday, July 5	Independence Day (observed)
Monday, September 6.....	Labor Day
Monday, October 11	Columbus Day
Thursday, November 11	Veterans Day (observed)
Thursday, November 25	Thanksgiving Day
Friday, November 26.....	Day after Thanksgiving
Thursday, December 23.....	Floater Day
Friday, December 24	Christmas Day (observed)
Friday, December 31	New Year Day (observed)

The Transfer Station shall be closed on all of these holidays
in addition to Easter and Christmas Day. (FROM HENNIKER PERSONNEL POLICY)



Office of the Town Administrator
Joseph R. Devine, Jr.

To: Board of Selectmen
From: Joseph Devine, Town Administrator
Date: September 13, 2021
Ref: Observance of Holidays 2022

Please find the proposed holiday schedule for calendar 2022 will be as follows:

HOLIDAY	DATE OBSERVED	DAY
New Year's Day (Observed)	December 31, 2021	Friday
Martin Luther King Day	January 17, 2022	Monday
President's Day	February 21, 2022	Monday
Memorial Day	May 30, 2022	Monday
Juneteenth (Observed)	June 20, 2022	Monday
Independent Day	July 4, 2022	Monday
Labor Day	September 5, 2022	Monday
Columbus Day	October 11, 2022	Monday
Veterans Day	November 11, 2022	Friday
Thanksgiving Day	November 24, 2022	Thursday
Day After Thanksgiving	November 25, 2022	Friday
Christmas Day (Observed)	December 26, 2022	Monday
Floating Holiday	December 23 rd or December 27 th	Friday or Tuesday

*These dates come from section 5 of the Henniker Employee Personnel Policy

Town of Henniker, NH * 18 Depot Hill Rd. * 03242
(603) 428-3221 x5 * www.henniker.org

- J. PERFORMANCE EVALUATIONS, **MERIT AND COLA INCREASES**: The performance review provides an opportunity to compare performance relative to position requirements and to formulate job goals. Performance evaluations generally will be performed annually using appropriate tools as approved by the board. Reviews may be more frequent for new staff members. Staff members will be given the opportunity to review written evaluations, to discuss evaluations with a supervisor and to respond in writing to the evaluation's contents. The staff member will be asked to sign the evaluation to acknowledge its receipt. The evaluation and the staff member's comments, if any, will become a part of the staff member's personnel file. The Library Director generally will be reviewed by the Board of Trustees annually.

As per the Town of Henniker Employee Evaluations and Merit Increase policy dated 05/04/2021, "employees will be eligible for an annual merit pay wage increase between zero percent (0.0%) and four percent (4.0%) based upon the results of the annual performance evaluation process."

These evaluations are to be conducted in advance of annual budget discussion which traditionally begins at the October Trustees Board meeting. The director will calculate the amount each employee is eligible to receive. The director will only report the total amount of the merit increases to maintain personnel confidentiality. This amount will be identified on the budget worksheet for trustees as MERIT INCREASE.

As stated in the Town of Henniker policy on salary increases, "Merit pay increases will not be diminished because of financial considerations of the Department or the Town."

Additionally, the Town of Henniker follows the State of New Hampshire employee pay parameters with regard to Cost of Living Adjustments (COLA). The COLA increase is based on the negotiated contract of state employees. The Town of Henniker has mirrored this practice, using the State of New Hampshire COLA figures since 1971.

The Board of Selectmen approve the COLA figure in advance of budget deliberations. Department heads are notified of the figure. COLA is not performance based. All employees receive COLA in addition to their calculated performance-based MERIT increases. Once the COLA figure has been determined, the director will calculate the amount each employee will receive. The director will only report the total amount of the COLA increase to maintain personnel confidentiality. This amount will be included in the budget worksheet and identified for trustees as COLA INCREASE.

It is the practice of the Tucker Free Library to wait until the pay period immediately following Town Meeting to finalize and notify employees of their

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

actual pay increase. The director and treasurer then prepare a memo, requesting payment for all employee pay considerations, retroactive to January 1st of each year. The amount is based on the number of hours the employee has worked since January 1.

(Amended PERFORMANCE Evaluation Policy
Replaces Policy J dated: 01/13/2005
First Reading:09082021
Second Reading:10132021
Approved by Board of Trustees, 10132021)



Employee Performance Review

Employee Information

Employee Name		Date	
Job Title		Review Period	

	Poor	Fair	Satisfactory	Good	Excellent
Reliability/attendance/personal responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Work Quality/mastery of job tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Initiative/interest level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Attitude/teamwork/enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Organization/priority setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Patron interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Discretion/confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Overall Rating					

Evaluation

ADDITIONAL COMMENTS

EMPLOYEE GOALS

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Manager Signature		Date	

Reliability/attendance/personal responsibility:

- Does the employee show up on time for all shifts?
- Does the employee give sufficient notice for absences?
- Does the employee remain calm in all situations?

Work Quality/mastery of job tasks

- Does the employee understand what is expected of him/her on a daily basis?
- Is he/she willing to learn new skills?

Initiative/interest level

- Is the employee able to see what needs doing beyond routine daily tasks?
- Does the employee make constructive suggestions?

Attitude/teamwork/enthusiasm

- Does the employee work well with colleagues and /or offer to help when needed?
- Does the employee maintain a level of enthusiasm for his/her job?

Organization/priority setting

- Is the employee able to recognize which tasks need done first in order to best serve the public?
- Does the employee maintain a clean and organized work area?

Patron interaction

- Is the employee friendly to all patrons?
- Does the employee proactively greet patrons and ask if they need help?

Discretion/confidentiality

- Does the employee maintain the appropriate degree of privacy regarding patron records/communications?
- Does the employee maintain discretion regarding internal library business?