



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 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

Public Forum

MEMBERS OF PUBLIC PRESENT	MEMBERS OF PUBLIC PRESENT
Sylvia Lennox	

ITEM 2

Minutes of Meeting: September 8, 2021

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 3

Treasurer's Report & Financial Deliberations

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

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) Monies to Accept

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

ITEM 4

Director's Update –

- a. Moose Plate Grant Obligations-TFL has been awarded this grant. Lynn will meet with the contractor for the project this week and meet with the Select Board to accept funds this week.
- b. End of Year Projects-Lynn has presented the following for consideration and discussion.
 - Blinds
 - Printer
 - re-Markable 2 tablets
 - New Lap-tops
 - Outside electric work for front of building
- c. Finalize holiday schedule for 2021. Holiday bank schedule 2022. Town has adopted Juneteenth. Library will use Friday, December 24 for holiday.
- d. Denise has connected with a resource for new home sales in town and is working on a brochure.

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

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