



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 November 17, 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: October 13, October 29
ITEM 3	Treasurer's Report & Financial Deliberations <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest
ITEM 4	Director's Report Moose Plate Grant – Sign relevant paperwork 2022 Holiday Bank Approval
ITEM 5	1st Reading Policy Addition (Allow for Virtual Attendance) - Governance
ITEM 6	Building Project Strategy Session
ITEM 7	Continued 2022 Budget Discussion
ITEM 8	Other
ITEM 9	Schedule Next Meeting

POSTED: November 10, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

November 17, 2021	SUPPORTING DOCS	TUCKER FREE LIBRARY, TRUSTEE MEETING																									
ROLL CALL		ACTION - RECORD ATTENDANCE <table border="1" data-bbox="456 159 932 396"> <thead> <tr> <th data-bbox="456 159 786 191">MEETING PARTICIPANTS</th> <th data-bbox="786 159 932 191">PRESENT</th> </tr> </thead> <tbody> <tr><td data-bbox="456 191 786 222">John Capuco</td><td data-bbox="786 191 932 222"></td></tr> <tr><td data-bbox="456 222 786 254">Anne Crotti</td><td data-bbox="786 222 932 254"></td></tr> <tr><td data-bbox="456 254 786 285">Debra Kreutzer</td><td data-bbox="786 254 932 285"></td></tr> <tr><td data-bbox="456 285 786 317">E. Joseph Petrick</td><td data-bbox="786 285 932 317"></td></tr> <tr><td data-bbox="456 317 786 348">Frances Tain</td><td data-bbox="786 317 932 348"></td></tr> <tr><td data-bbox="456 348 786 380">Lynn Piotrowicz- DIRECTOR</td><td data-bbox="786 348 932 380"></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 4		Director's Report Moose Plate Grant <ol style="list-style-type: none"> 1) Attend BOS Public Hearing to Accept the Funds 10/19/2021 2) Certificate of Board Resolution 3) Grant Agreement 2022 Holiday Bank Approval																									
ITEM 5		Suggested Policy Addition (Allow for Virtual Attendance) - Governance																									
ITEM 6		Building Project Strategy Session																									
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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.

ITEM 5 Personnel Policy – Employee Merit and COLA Increases – 2nd Reading
Trustees also accepted a staff generated evaluation form.

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

ITEM 6 Preliminary 2022 Budget Discussion
Lynn presented the following save-the-dates for Trustee information/regarding budget.
November 6---January 4---January 18---February 1---March 12-Town Meeting
The group discussed the goal of returning to regular hours.
The Library Financial brochure/information will be used at the Citizens Academy-November 4th and put on the Library Web-Site.
The Trustees also discussed a letter being composed to reach out to NH senators for financial support for TFL.

ITEM 7 Building Project Strategy Session-Trustees discussed re-introducing the Building Project and the challenges of the current lift.

ITEM 8 Other: Group discussed preparation for the 10/20 award gathering for the Friends.

ITEM 9 Schedule Next Meeting: November 17, 2021 5:30pm

ADJOURN PUBLIC SESSION 7:14pm **MOVE TO ADJOURN MEETING BY:** Joseph Petrick **SECONDED BY:** Debra Kreutzer
RECORDING SECRETARY: Anne Crotti



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TUCKER FREE LIBRARY BOARD OF TRUSTEES
Meeting Minutes
FRIDAY, OCTOBER 29, 2021 AT 8AM

- ROLL CALL Attendance
John Capuco, Debra Kreutzer, E. Joseph Petrick, Frances Tain. Lynn Piotrowicz, Library Director. Excused Absence, Anne Crotti
- ITEM 1 Public Forum
No public present
- ITEM 2 Preparation of 2022 Budget for submission
Trustees met to discuss the final budget proposal for submission to Town of Henniker, 2022 Town Meeting
- ITEM 3 Building Project Strategy Session
Trustees met to continue discussion of the building project
- ITEM 4 Division of labor for 11/4/2021 Citizen's Academy
Trustees met to refine messaging and prepare for Citizen's Academy
- ITEM 5 Other
Trustees discussed several facility improvements to complete in 2021
- ITEM 6 Next Scheduled Meeting – November 17, 2021

Minutes recorded by [Lynn Piotrowicz](#), for [Anne Crotti](#)

TREASURER'S REPORT

January 2021 through December 2021 (10052021-11092021)

		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	\$164,179.71	\$195,386.00	\$31,206.29
4-3510	Contribution Overdue	\$12,874.00	\$12,874.00	\$0.00
4-3520	Copier	\$544.86	\$544.86	\$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	\$105.96	\$105.96	\$0.00
4-5010	Willis Cogswell Fund	\$20,552.90	\$19,757.00	(\$795.90)
4-5020	Town Trust Funds	\$11,062.48	\$11,062.48	\$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	\$93.00	\$93.00	\$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	\$164,179.71	\$195,386.00	\$31,206.29
6-2020	Meetings/Membership/Mileage	\$210.00	\$0.00	(\$210.00)
6-2030	Staff Development	\$44.56	\$100.00	\$55.44
6-3000	Books	\$13,371.50	\$16,000.00	\$2,628.50
6-3010	Audio Books	\$896.75	\$1,500.00	\$603.25
6-3020	Periodicals	\$323.87	\$1,000.00	\$676.13
6-3030	DVD - Appropriation Fund	\$474.57	\$750.00	\$275.43
6-3035	DVD - Fine Revenue	\$226.31	\$224.04	(\$2.27)
6-4000	General Maintenance	\$4,095.00	\$9,500.00	\$5,405.00
6-4010	Building Repairs	\$268.24	\$3,900.00	\$3,631.76
6-4020	Utilities	\$5,897.89	\$7,582.00	\$1,684.11
6-4030	Supplies	\$3,512.51	\$3,375.00	(\$137.51)
6-4035	COVID RELATED SUPPLIES	\$569.03	\$1,000.00	\$430.97
6-5010	Technical Maintenance	\$259.00	\$500.00	\$241.00
6-5020	Equipment	\$5,122.89	\$0.00	(\$5,122.89)
6-6000	Library Programs - Contracted	\$3,906.00	\$4,006.00	\$100.00
6-6020	Reimbursed Purchase (BOTMOM)	\$171.38	\$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
 10/6/2021 To 11/9/2021

	ID#	Acct#	Account Name	Debit	Credit	Job No.
CD	6-Oct-21	Citizens Bank Businss Card 5400 5400	1-1100 General Checking Account 6-4030 Supplies	\$334.41		
CD	6-Oct-21	Comcast 5401 5401	1-1100 General Checking Account 6-4020 Utilities	\$118.44		
CD	13-Oct-21	Star Light Cleaning Services 5402 5402	1-1100 General Checking Account 6-4000 General Maintenance	\$309.00		
CD	13-Oct-21	Eversource 5403 5403	1-1100 General Checking Account 6-4020 Utilities	\$170.16		
CD	26-Oct-21	Baker & Taylor 5404 5404 5404	1-1100 General Checking Account 6-3010 Audio Books 6-3000 Books	\$112.73 \$1,914.48		
CD	26-Oct-21	SYNCB/Amazon 5405 5405 5405 5405 5405	1-1100 General Checking Account 6-3000 Books 6-5020 Equipment 6-4030 Supplies 6-3030 DVD - Appropriation Fund	\$40.81 \$1,594.95 \$350.44 \$13.99		
CD	26-Oct-21	Hampshire Fire Protection Co 5406 5406	1-1100 General Checking Account 6-4010 Building Repairs	\$35.00		
CD	27-Oct-21	Staples 5408 5408	1-1100 General Checking Account 6-4030 Supplies	\$119.96		
CD	27-Oct-21	TDS 5409 5409	1-1100 General Checking Account 6-4020 Utilities	\$40.82		
CD	27-Oct-21	TDS 5410 5410	1-1100 General Checking Account 6-4020 Utilities	\$43.25		
CD	2-Nov-21	Henniker Waste Water Treatment 5407 5407	1-1100 General Checking Account 6-4020 Utilities	\$240.00		
CD	9-Nov-21	Marc Aucoin's Electrical Service 5411 5411	1-1100 General Checking Account 6-4010 Building Repairs	\$104.24		
CD	9-Nov-21	Star Light Cleaning Services 5412 5412	1-1100 General Checking Account 6-4000 General Maintenance	\$206.00		
			Grand Total:	\$5,748.68	\$5,748.68	
CR	12-Oct-21	CR000350 CR000350 CR000350	1-1100 General Checking Account 4-3510 Contribution Overdue 4-3520 Copier	\$18.00	\$3.00 \$15.00	
CR	19-Oct-21	CR000351 CR000351 CR000351	1-1100 General Checking Account 4-3520 Copier 4-6000 Sale of Surplus	\$29.00	\$15.00 \$14.00	
CR	26-Oct-21	New Ipswich Library CR000352 CR000352	1-1100 General Checking Account 4-6000 Sale of Surplus	\$14.00	\$14.00	
CR	2-Nov-21	CR000353 CR000353 CR000353	1-1100 General Checking Account 4-3510 Contribution Overdue 4-3520 Copier	\$26.00	\$4.00 \$22.00	
CR	9-Nov-21	CR000354 CR000354 CR000354 CR000354	1-1100 General Checking Account 4-3520 Copier 4-3560 Damaged/Lost Books 4-5010 Willis Coqswell Fund	\$5,302.18	\$10.00 \$10.99 \$5,281.19	

	DATE OF HOLIDAY	DAY OF WEEK	HOLIDAY BANK USE BY DATE	LP	DG	LL	JC	EL	DN
NEW YEAR'S DAY	JANUARY 1, 2022	SATURDAY	JANUARY 29, 2022						
MARTIN LUTHER KING DAY	JANUARY 17, 2022	MONDAY	FEBRUARY 14, 2022						
PRESIDENT'S DAY	FEBRUARY 21, 2022	MONDAY	MARCH 21, 2022						
MEMORIAL DAY	MAY 31, 2021	MONDAY	JUNE 28, 2022						
JUNETEENTH	JUNE 20, 2022	MONDAY	JULY 18, 2022						
INDEPENDENCE DAY	JULY 4, 2022	MONDAY	AUGUST 1, 2022						
LABOR DAY	SEPTEMBER 5, 2022	MONDAY	OCTOBER 3, 2022						
COLUMBUS DAY	OCTOBER 11, 2022	MONDAY	NOVEMBER 8, 2022						
VETERANS DAY	NOVEMBER 11, 2022	FRIDAY	DECEMBER 9, 2022						
THANKSGIVING	NOVEMBER 24, 2022	THURSDAY	DECEMBER 22, 2022						
DAY AFTER THANKSGIVING	NOVEMBER 25, 2022	FRIDAY	DECEMBER 23, 2022						
CHRISTMAS DAY	DECEMBER 25, 2022	SUNDAY	JANUARY 22, 2023						
FLOATING HOLDIDAY	DECEMBER 24, 2022	SATURDAY	JANUARY 21, 2023						



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Natural and Cultural Resources
19 Pillsbury Street, Concord, NH 03301-3570
www.nh.gov/nhdhr

603-271-3483
FAX 603-271-3433
preservation@dncr.nh.gov

September 24, 2021

Lynn M. Piotrowicz
Tucker Free Library
PO Box 688
Henniker, NH 03242

Dear Lynn,

It is my pleasure to inform you that the Conservation License Plate Grant Application for the Tucker Free Library masonry repairs project has been selected to receive an award of \$9,950. A checklist and template forms are enclosed and should be returned at your earliest convenience so that final authorization can be given. Please call if you have any questions about the process.

Upon execution and approval of the grant agreement an electronic check for one half of the award will be made available to begin the project. A final report and documentation of the project's completion must be submitted to receive the final grant payment.

Congratulations on your award! I look forward to working with you on this important preservation project.

Sincerely,

Amy S. Dixon
Community Preservation Coordinator

Enc.





NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Natural and Cultural Resources
19 Pillsbury Street, Concord, NH 03301-3570
www.nh.gov/nhdhr

603-271-3483
FAX 603-271-3433
preservation@dncr.nh.gov

Conservation License Plate [Moose Plate] Grantee Instructions

The following contract materials are required before grant funded work may begin.
Use this checklist to ensure that all appropriate materials are provided to the DHR.
Missing or incomplete submissions can delay the start of your project and hold up the first grant payment.

Required of all grantees:

- Grant Agreement*
- Scope of Work, list of contractors if available*
- Certificate of Insurance*

Additional requirement for municipalities only:

- Certificate of Municipality*

Additional requirements for non-profit organizations only:

- Certificate of Board Resolution*
- Certificate of Good Standing with the State of New Hampshire*

Additional requirements for any grantee not registered with the State of New Hampshire:

- State of New Hampshire Vendor Application and Alternate W-9*



Municipality Certification of Authority

I, _____ (Name), hereby certify/attest that I am duly elected Clerk/Secretary of _____ (Name of Municipality), New Hampshire. I hereby certify the following is a true copy of the resolution adopted during a meeting of the Municipality Officers, duly called and held on _____, 20 __, at which a quorum of the Municipality Officers were present and voting.

RESOLVED: That _____ (Name and Title of Official Signing the Agreement) is duly authorized to enter into contracts or agreements on behalf of _____ (Name of Municipality) with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.

I hereby certify that the foregoing resolution has not been amended or repealed and remains in full force and effect as of _____, 20 __. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Municipality. This authority **remains valid for thirty (30) days** from the date of this certificate.

DATED: _____ **ATTEST:** _____
(Secretary/Clerk Signature Completing this Certificate)

STATE OF _____
COUNTY OF _____

On this the ___ day of _____, 20 __, before me _____, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof, I hereunto set me hand and official seal:

Justice of the Peace / Notary Public

My Commission Expires:

DRAFT

Disclaimer – The following are Draft Minutes, which could include errors and are subject to change upon approval of the Select Board.



**Town of Henniker
Board of Selectmen Meeting
Tuesday, October 19, 2021
Henniker Community Center**

Members Present: Chairman Kris Blomback, Vice Chair Tia Hooper, Selectman Peter Flynn, Selectman Scott Osgood, Selectman Leon Parker

Member’s Excused:

Town Administrator: Joseph R. Devine Jr.

Recording Secretary: Nadine Scholes

Guests: Chazz Freeman, Jack Bopp, Lynn Piotrowicz, and Mark Colby.

Call to order/Pledge of Allegiance

Chairman Blomback called the meeting to order at 6:15pm

Consent Agenda

Item 1: Consent Agenda for October 19, 2021

Selectman Flynn moved to approve the consent agenda as presented. Vice Chair Hooper seconded. Motion carried 5-0.

Correspondence

There was no correspondence.

Public Comment #1

There was no public comment.

New Business

Item 2: Volunteer Appointment, Jack Bopp for Concert Committee

Selectman Flynn asked Jack Bopp to present to the Select Board the reasons he would be a benefit as a member on the Concert Committee and the Board may ask him some questions before accepting the appointment.

Jack Bopp, 78 Village Green, said that he has been a Henniker resident since 1980. He noted that he is a lifelong lover of music, started playing musical instruments in the 8th grade. His musician skills and contacts with other close bands and musicians in the area could benefit the Concert Committee greatly.

DRAFT

Disclaimer – The following are Draft Minutes, which could include errors and are subject to change upon approval of the Select Board.

Selectman Osgood asked Jack if his personal band had ever played anywhere in Town. Jack Bopp replied yes, a few times.

Selectman Flynn moved to accept and approve the appointment for Jack Bopp as a member on the Concert Committee. Vice Chair Hooper seconded. Motion carried 5-0.

Item 3: Moose Plate Grant for – Library

Lynn Piotrowicz, Library Director, noted that the application for the Moose Plate Grant for the first phase of projected four (4) year project to rehabilitate the granite and masonry on the exterior of the library. She noted that Graham Pendlebury and his son Alex from New Boston, will be the contracted providers through the Moose Plate Program. On Friday, a site walk was conducted with Amy Dickenson, from the Department of Cultural Resources, to assist with getting the scope figured out. Lynn explained that they had applied for an amount of \$9,950, of which \$1,300 immediately will be allocated for an analysis of the mortars to be sent out to get the exact formula for replication of the existing mortars to replace the missing mortars.

Lynn stated that the grant approval had come back in late August and the work would most likely begin in April of 2022, or whenever it would be safe enough to get the equipment to the library. She explained the extent of the proposed work to be completed.

Selectman Osgood questioned if in the past another contractor had been hired to take care of the mortars. She replied that Dan Paul had taken care of the mortars back in 1986 but not as a preservationist would have, there are other areas that were untouched back in 1986 with issues. She invited the Board of Selectmen to come by the library and she will show them some of the issues in person. Selectman Osgood noted the State had many mortar buildings with the same issues as the library. Lynn noted that Graham Pendlebury had been chosen because he is a preservationist with the knowledge of how to restore, protect and preserve. He came highly recommended. Selectman Flynn stated that he knew Graham from New Boston and had done some work for the Town with great results and would agree to recommend him for this type of project.

Selectman Flynn moved to accept the Moose Plate Grant in the amount of \$9,950 for the Tucker Free Library, in accordance with RSA 31:95b. Selectman Osgood seconded.

Discussion: Chair Blomback clarified that this grant would not have any impact to the taxpayers. Lynn agreed, this grant is available based on the quantity of Moose Plates sold and registered in Henniker each year, the Town receives a portion of that revenue.

Motion carried 5-0.

Lynn added that tomorrow, October 20th, at 4:30 p.m., they will be honoring the Friends of the Tucker Free Library for winning the nomination for the Library of the Year award. Jeff and Bruce at Colby Hill Inn have donated the barn for the gathering and celebration. All are welcome to join, there will be a cash bar and snacks.

From: [Joe Devine](#)
To: [Lynn Piotrowicz](#)
Subject: RE: Budget Submission
Date: Tuesday, November 2, 2021 4:02:17 PM

The budget request estimated both health insurance and retirement. Health Insurance would be gross 18694.26 for the cost of health, dental, disability and life. Employee contribution 8% medical + 53% dental would be annual \$1841 or 35.40 per week. Budget for health would be 18694-1841 or 16853.

Retirement would be calculated at 14.06% for all of 2022. Budget for this would be .1406 x your estimated wages.

JRD

Joseph Devine, CPM
Town Administrator
Town of Henniker
18 Depot Hill Road
Henniker, NH 03242
(603) 428-3221, ext. 105

NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure

From: Lynn Piotrowicz <tuckerfree@comcast.net>
Sent: Friday, October 29, 2021 10:32 AM
To: Joe Devine <joe.devine@henniker.org>
Subject: Budget Submission

Thank you for extending our deadline. The trustees met this morning and worked out the details. Please note that we have not received direction on cost of BENEFITS, RETIREMENT, or COLA.

If you have any questions regarding this packet please don't hesitate to reach out. Trustees are prepared to meet with BOT/BAC on November 13, 2021 to answer any questions. Let us know what time we need to appear.

Lynn M. Piotrowicz, M.A., M.L.S
Director
Tucker Free Library

ACCOUNT NUMBER	ACCOUNT TITLE	2022 REQUESTED +27% ON SELECT LINE ITEMS	2021 FINAL	2021 REQUESTED	2022 VS 2021 \$	2022 VS 2021 %	2020 FINAL	2019 FINAL	2018 FINAL
LIBRARY									
Expenses Managed By Town									
4550-110	Library - Wages (Includes Longevity, Merit, 5.9%COLA)	\$ 175,095.95	\$ 153,756.00	\$ 158,789.00	\$ 21,339.95	14%	\$ 158,209.00	\$ 156,179.00	\$ 146,315.00
4550-211	Library - Benefit Insurance	\$ 16,853.00	\$ 17,878.00	\$ 17,878.00	\$ (1,025.00)	-6%	\$ 16,671.00	\$ 16,253.00	\$ 19,309.00
4550-220	Library - FICA	\$ 13,394.84	\$ 11,944.02	\$ 12,147.00	\$ 1,450.82	12%	\$ 12,446.00	\$ 11,948.00	\$ 11,329.00
4550-230	Library - Retirement	\$ 11,358.00	\$ 9,333.14	\$ 9,333.00	\$ 2,024.86	22%	\$ 8,387.00	\$ 8,614.00	\$ 8,285.00
4550-523	Library - Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ 876.00	\$ -	0%	\$ 876.00	\$ 876.00	\$ 876.00
Additional Personnel									
6-2020	Library Membership, Mileage	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 800.00	\$ 800.00	\$ 500.00
6-2030	Library Staff Development	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 500.00	\$ 500.00	\$ 500.00
Collection Development									
6-3010	Library Acquisitions - Audio Books	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ -	0%	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00
6-3007	Library Acquisitions - Downloadable	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 16,000.00	\$ 14,000.00	\$ -	0%	\$ 17,250.00	\$ 18,000.00	\$ 18,000.00
6-3020	Library Acquisitions - Periodicals	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ -	0%	\$ 1,400.00	\$ 1,650.00	\$ 1,650.00
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0%	\$ 750.00	\$ 1,000.00	\$ 1,000.00
6-3035	Library Acquisitions - Video Fine Revenue	\$ -	\$ -	\$ 224.00	\$ -	0%			
Facility Maintenance									
6-4000	Library General Maintenance - Janitorial	\$ 12,065.00	\$ 9,500.00	\$ 19,500.00	\$ 2,565.00	27%	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
6-4010	Library General Maintenance - Repairs	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ -	0%	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,897.60	\$ 11,000.00		\$ 897.60	8%			
	Security Monitoring	\$ 408.00			\$ -				
	Annual Lifts Inspection	\$ 500.00			\$ -				
	Annual Fire Extinguisher Inspection	\$ 35.00			\$ -				
	Annual Fire/Safety System Inspection	\$ 350.00			\$ -				
6-4020	PO BOX Rental	\$ 76.00			\$ -				
	Heating	\$ 4,302.00	\$ 3,418.20	\$ 3,418.20	\$ -				
	Electric	\$ 3,009.00			\$ -				
	Water	\$ 227.60			\$ -				
	Sewer	\$ 480.00			\$ -				
	Phone	\$ 1,094.00			\$ -				
	Internet	\$ 1,416.00			\$ -				
6-4030	Library Building Maintenance - Supplies	\$ 4,445.00	\$ 3,375.00	\$ 4,500.00	\$ 1,070.00	32%	\$ 4,500.00	\$ 4,300.00	\$ 4,300.00
6-4035	COVID Related Supplies/Expenses	\$ 500.00	\$ 1,000.00		\$ (500.00)	-50%			
Technology Equipment & Maintenance									
6-5010	Library Technical Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ 500.00	\$ 500.00
6-5020	Library Technical Equipment/Software		\$ -	\$ -	\$ -		\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
Programs, Speakers, Supplies									
6-6000	Library Contract Services - Technology				\$ -				
	Library Circulation System	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -	0%	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
	Annual Payment to NH Downloadable	\$ 1,939.00	\$ 1,956.00	\$ 1,956.00	\$ (17.00)	-1%	\$ 1,890.00	\$ 1,751.00	\$ 1,676.00
	Annual Website Fees	\$ 250.00		\$ -	\$ 250.00		\$ 100.00	\$ 100.00	\$ 100.00
	ZOOM Platform	\$ 149.90			\$ 149.90				
6-6010	Library Programs - Speakers & Supplies	\$ -	\$ -	\$ 350.00	\$ -		\$ 2,000.00	\$ 2,409.00	\$ 2,250.00
	TOTAL OPERATION BUDGET	\$ 274,673.93	\$ 247,917.00		\$ 26,756.93	11%			
	PROJECTED REVENUE	\$ 30,000.00	\$ 30,819.00		\$ (819.00)	-3%			
	APPROPRIATION REQUEST	\$ 244,673.93	\$ 217,098.00		\$ 27,575.93	13%			

ACCOUNT NUMBER	ACCOUNT TITLE	2022 REQUESTED	2021 FINAL	2021 REQUESTED	2022 VS 2021 \$	2022 VS 2021 %	2020 FINAL	2019 FINAL	2018 FINAL
LIBRARY									
Expenses Managed By Town									
4550-110	Library - Wages (Includes Longevity, Merit, 2%COLA)	\$ 165,693.54	\$ 153,756.00	\$ 158,789.00	\$ 11,937.54	8%	\$ 158,209.00	\$ 156,179.00	\$ 146,315.00
4550-211	Library - Benefit Insurance	\$ 16,853.00	\$ 17,878.00	\$ 17,878.00	\$ (1,025.00)	-6%	\$ 16,671.00	\$ 16,253.00	\$ 19,309.00
4550-220	Library - FICA	\$ 12,675.56	\$ 11,944.02	\$ 12,147.00	\$ 731.54	6%	\$ 12,446.00	\$ 11,948.00	\$ 11,329.00
4550-230	Library - Retirement	\$ 11,358.00	\$ 9,333.14	\$ 9,333.00	\$ 2,024.86	22%	\$ 8,387.00	\$ 8,614.00	\$ 8,285.00
4550-523	Library - Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ 876.00	\$ -	0%	\$ 876.00	\$ 876.00	\$ 876.00
Additional Personnel									
6-2020	Library Membership, Mileage	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 800.00	\$ 800.00	\$ 500.00
6-2030	Library Staff Development	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 500.00	\$ 500.00	\$ 500.00
Collection Development									
6-3010	Library Acquisitions - Audio Books	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ -	0%	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00
6-3007	Library Acquisitions - Downloadable	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 16,000.00	\$ 14,000.00	\$ -	0%	\$ 17,250.00	\$ 18,000.00	\$ 18,000.00
6-3020	Library Acquisitions - Periodicals	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ -	0%	\$ 1,400.00	\$ 1,650.00	\$ 1,650.00
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0%	\$ 750.00	\$ 1,000.00	\$ 1,000.00
6-3035	Library Acquisitions - Video Fine Revenue	\$ -	\$ -	\$ 224.00	\$ -	0%			
Facility Maintenance									
6-4000	Library General Maintenance - Janitorial	\$ 9,500.00	\$ 9,500.00	\$ 19,500.00	\$ -	0%	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
6-4010	Library General Maintenance - Repairs	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ -	0%	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,258.60	\$ 11,000.00		\$ 258.60	2%			
	Security Monitoring	\$ 408.00			\$ -				
	Annual Lifts Inspection	\$ 500.00			\$ -				
	Annual Fire Extinguisher Inspection	\$ 35.00			\$ -				
	Annual Fire/Safety System Inspection	\$ 350.00			\$ -				
6-4020	PO BOX Rental	\$ 76.00			\$ -				
	Heating	\$ 4,302.00	\$ 3,418.20	\$ 3,418.20	\$ -				
	Electric	\$ 2,370.00			\$ -				
	Water	\$ 227.60			\$ -				
	Sewer	\$ 480.00			\$ -				
	Phone	\$ 1,094.00			\$ -				
	Internet	\$ 1,416.00			\$ -				
6-4030	Library Building Maintenance - Supplies	\$ 3,500.00	\$ 3,375.00	\$ 4,500.00	\$ 125.00	4%	\$ 4,500.00	\$ 4,300.00	\$ 4,300.00
6-4035	COVID Related Supplies/Expenses	\$ 500.00	\$ 1,000.00		\$ (500.00)	-50%			
Technology Equipment & Maintenance									
6-5010	Library Technical Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ 500.00	\$ 500.00
6-5020	Library Technical Equipment/Software		\$ -	\$ -	\$ -		\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
Programs, Speakers, Supplies									
6-6000	Library Contract Services - Technology				\$ -				
	Library Circulation System	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -	0%	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
	Annual Payment to NH Downloadable	\$ 1,939.00	\$ 1,956.00	\$ 1,956.00	\$ (17.00)	-1%	\$ 1,890.00	\$ 1,751.00	\$ 1,676.00
	Annual Website Fees	\$ 250.00		\$ -	\$ 250.00		\$ 100.00	\$ 100.00	\$ 100.00
	ZOOM Platform	\$ 149.90			\$ 149.90				
6-6010	Library Programs - Speakers & Supplies	\$ -	\$ -	\$ 350.00	\$ -		\$ 2,000.00	\$ 2,409.00	\$ 2,250.00
	TOTAL OPERATION BUDGET	\$ 260,403.23	\$ 247,917.00		\$ 12,486.23	5%			
	PROJECTED REVENUE	\$ 30,000.00	\$ 30,819.00		\$ (819.00)	-3%			
	APPROPRIATION REQUEST	\$ 230,403.23	\$ 217,098.00		\$ 13,305.23	6%			

TFL Accessibility and Safety Project - Recap and Update, November 2021

It has been over four years now since the Tucker Free Library was informed that its 35 year old Garaventa wheelchair lift could no longer be repaired: that the next breakdown would be its last and the library would be looking at losing its designation as "Handicap Accessible" in compliance with the American with Disabilities Act (ADA).

At that time, the Board of Trustees took the problem to the Henniker voters. TFL hosted a number of public meetings where options were discussed: they ranged from doing nothing (and losing Accessible status) to replacing the Garaventa (which would do nothing to address the restroom problem) to building an elevator and accessible restrooms that would bring the historic building into full ADA compliance. While vague price tags could be put on some of the options, no one knew the cost - or even the feasibility - of a building project.

In 2018 the voters chose to spend \$50,000 to determine whether it was even possible to undertake a building project to install an elevator and add handicap accessible restrooms to the existing building. Architects and engineers were engaged to provide some answers. TFL reported back to the town through meetings and in writing on results of the feasibility study. The study showed that it would, indeed, be possible to undertake such a project, but the price tag could not be determined without a design to cost out.

This option still had enough support to move forward with a tentative design, so In 2019 the voters chose to spend an additional \$80,000 to complete (with significant public input) a design for a project that would completely address the accessibility and safety issues that had been raised. The design also included plans to finish off the top floor of the library building (which would be accessed by the new elevator), turning it into usable space for library programs and other public meetings and events. The design plans were broken down in a way that various pieces of the project could be itemized and considered separately (i.e., elevator, restrooms, third floor space).

The 2019 plans have been shared with the public through open meetings and with library representatives bringing schematics to town events (e.g., Music on Main Street, Town Meeting) - with the aim of informing as many voters as possible about the composition and cost of a building project.

The complete building project would have cost around \$2.2 million in 2019. Designers anticipated an increase of approximately 7-8% every year thereafter.

In 2020, with Covid 19 raging across the country; with frightening uncertainty about the economy; and with an extremely large number of very costly projects being considered by the Town, the TFL Board of Trustees believed it would not be a good time to ask voters to consider yet another multi-million dollar project that likely did not rise to the level of priority of other needs. Trustees did, however, believe that the voters had made it clear that this was something

the town should keep on the radar and plan for. All manner of fund raising should be considered.

A request to include the building project in the Town's Capital Improvement Plan was submitted to the CIP Committee, with no specific funding level or timeframe suggested. With no discussion with anyone associated with the library, and no questioning as to what specifically was proposed, the CIP Committee rejected the request to include TFL in the CIP long-term planning, stating that the project was "not consistent with community values." TFL leadership, Board and supporters were dismayed by the Committee's response.

2021 is, again, a difficult year for taxpayers and citizens of Henniker, with many competing priorities to be faced as budgets are being submitted, reviewed and revised. The Board, again, does not feel it would be appropriate to request a large appropriation toward a building project. However, the Board believes strongly that the project is squarely in line with community values (as evidenced by investments already approved by the voters) and should be incorporated in the Capital Improvement Plan for the Town of Henniker. There may not be large sums of money that can be allocated to the project, but it belongs firmly in the Plan. Other forms of fund raising are also being explored (e.g., grants, capital campaigns).

As 2022 approaches, with the library again open for business (post pandemic shut-down), the risk of losing our accessibility designation increases. We continue to want open dialogue with the voters about the options to address these issues. We now know what a building project would cost and we believe it is important to continue to review and compare options. In the coming months, TFL will again host public meetings to discuss building designs and solicit ideas for other approaches. As always, the public is invited to attend Board of Trustee meetings that are always posted and often include a segment to discuss accessibility and safety. Meanwhile, we will continue to ask the CIP Committee to incorporate a TFL Accessibility and Safety Project in the long term financial plans for the Town.

We welcome input from all Town of Henniker residents and are always available to answer questions and provide information about the library.