



2021 NHLTA Sue Palmatier Friends of the Year
2018 NHLTA Library of the Year
2013 NHLTA Trustee 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 27, 2022 at 5:00 PM
In-person, Tucker Free Library – Lower Level Meeting Area

ROLL CALL	Attendance
ITEM 1	Public Forum
ITEM 2	Minutes of Meeting: May 11, 2022 & June 1, 2022
ITEM 3	Treasurer's Report & Financial Deliberation
ITEM 4	Director's Report
ITEM 5	Other
ITEM 6	Schedule Next Meeting

POSTED: JULY 20, 2022 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

Pursuant to Tucker Free Library Policy –I Governance, 1 Board – F, the Board met utilizing a hybrid platform with a quorum present at the library and two trustees meeting via Zoom. See: [TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL](#) for the complete policy.

ROLL CALL

ACTION - RECORD ATTENDANCE Chair called start of meeting at 5:00 pm

MEETING PARTICIPANTS	PRESENT
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Zoom - Yes
Lynn Piotrowicz- DIRECTOR	Yes

ITEM 1

Public Forum

MEMBERS OF PUBLIC PRESENT
Silvia Lennox (Friends)

ITEM 2

Minutes of Meeting: May 11, 2022 & June 1, 2022

MOVE TO ACCEPT: Debra Kreutzer SECONDED BY: John Capuco

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

ITEM 3

Treasurer’s Report & Financial Deliberations

- 1) Y-T-D Summary, Monthly Expenditure Manifest, & Trust Fund Accounting (Town Trust Fund money received in the amount of \$11,941.54)

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) 2022 Appropriation Request for OPERATIONAL Expenses= \$27,326.00 (\$236,621 TOTAL - \$209,295 PERSONNEL)
- 3) Monies/Gifts to Accept: Henniker Community School Student Council \$192.80, Laura Bucci \$20.00

MOVE TO ACCEPT: Debra 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 4** **Director’s Report**
- 1) General State of the Library – Staff Update, Hours, Summer Report, Planning for future
 - 2) Projects
 - a. Screen Doors & Windows
 - b. Moose Plate – All documentation for Phase 1 of grant has been completed. Phase 2 grant application complete. Should receive notification October 2022 with work to be completed in spring of 2023 if successful. Phase 2 will focus on the south east/south elevation.
 - c. Library garden/Patio
 - d. Garaventa Replacement – Status Report
 - e. Limited Mobility Door Project - Complete
 - f. Emergency Exit – Complete
- ITEM 5** **Other**
1. Discussion on the need for an annual evaluation of the Director.
 2. Friends report
 3. Director on vacation - August 8 to August 22
- ITEM 6** **Schedule Next Meeting Monday, September 14, 2022 (5:00 PM START)**

Adjourned at 6:06 PM (all Trustees were present and approved).

Tucker Free Library

31 Western Avenue
PO Box 688
Henniker, NH 03242

Cash Disbursements Journal

5/4/2022 To 7/12/2022

		ID#	Acct#	Account Name	Debit	Credit
CD	4-May-22	Citizens Bank Bus				
		5486	1-1100	General Checking Account		\$114.89
		5486	6-6000	Library Programs - Contracted	\$114.89	
CD	10-May-22	Lucie Swain				
		5482	1-1100	General Checking Account		\$25.00
		5482	6-2030	Staff Development	\$25.00	
				REIMBURSEMENT CRIMINAL BACKGROUND CHECK		
CD	10-May-22	Mark Reilly White				
		5483	1-1100	General Checking Account		\$400.00
		5483	6-4000	General Maintenance	\$400.00	
CD	10-May-22	NHLTA				
		5484	1-1100	General Checking Account		\$150.00
		5484	6-2020	Meetings/Membership/Mileage	\$150.00	
CD	10-May-22	Town of Henniker				
		5485	1-1100	General Checking Account		\$240.00
		5485	6-4020	Utilities	\$240.00	
CD	10-May-22	SYNCB/Amazon				
		5490	1-1100	General Checking Account		\$1,376.04
		5490	6-4030	Supplies	\$1,235.79	
		5490	6-3030	DVD - Appropriation Fund	\$35.92	
		5490	6-3000	Books	\$104.33	
CD	11-May-22	Comcast				
		5488	1-1100	General Checking Account		\$118.44
		5488	6-4020	Utilities	\$118.44	
CD	17-May-22	Baker & Taylor				
		5487	1-1100	General Checking Account		\$1,170.41
		5487	6-3000	Books	\$1,101.67	
		5487	6-3010	Audio Books	\$68.74	
CD	17-May-22	Nattanan Kotseas				
		5489	1-1100	General Checking Account		\$25.00
		5489	6-2030	Staff Development	\$25.00	
				REIMBURSEMENT CRIMINAL BACKGROUND CHECK		
CD	1-Jun-22	TDS				
		5492	1-1100	General Checking Account		\$37.11
		5492	6-4020	Utilities	\$37.11	
CD	1-Jun-22	TDS				
		5493	1-1100	General Checking Account		\$41.58
		5493	6-4020	Utilities	\$41.58	
CD	7-Jun-22	Mark Reilly White				
		5491	1-1100	General Checking Account		\$400.00
		5491	6-4000	General Maintenance	\$400.00	
CD	8-Jun-22	Citizens Bank Bus				
		5496	1-1100	General Checking Account		\$373.17
		5496	6-4030	Supplies	\$373.17	
CD	8-Jun-22	Comcast				
		5497	1-1100	General Checking Account		\$118.44
		5497	6-4020	Utilities	\$118.44	

CD	8-Jun-22	Eversource 5498 5498	1-1100 6-4020	General Checking Account Utilities		\$149.25	\$149.25
CD	14-Jun-22	Baker & Taylor 5494 5494 5494	1-1100 6-3000 6-3010 6-3002	General Checking Account Books Audio Books Processing		\$844.07 \$69.84 \$81.18	\$995.09
CD	14-Jun-22	Baker & Taylor NC 5495 5495 5495	1-1100 6-3000 6-3002	General Checking Account Books Processing		\$192.53 \$11.56	\$204.09
CD	15-Jun-22	Eversource 5499 5499	1-1100 6-4020	General Checking Account Utilities		\$239.45	\$239.45
CD	24-Jun-22	Alex Pendlebury 5500 5500	1-1100 6-7015	General Checking Account Moose Plate Grant		\$5,300.00	\$5,300.00
CD	24-Jun-22	Graham Pendlebu 5501 5501	1-1100 6-7015	General Checking Account Moose Plate Grant		\$4,650.00	\$4,650.00
CD	24-Jun-22	Routon Painting 5502 5502	1-1100 6-4010	General Checking Account Building Repairs		\$2,000.00	\$2,000.00
CD	24-Jun-22	SYNCB/Amazon 5503 5503 5503 5503	1-1100 6-3000 6-3030 6-4030 6-4030	General Checking Account Books DVD - Appropriation Fund Supplies Supplies		\$237.75 \$243.61 \$344.11 \$321.46	\$1,146.93
CD	29-Jun-22	TDS 5505 5505	1-1100 6-4020	General Checking Account Utilities		\$37.11	\$37.11
CD	29-Jun-22	TDS 5506 5506	1-1100 6-4020	General Checking Account Utilities		\$42.05	\$42.05
CD	6-Jul-22	Mark Reilly White 5504 5504	1-1100 6-4000	General Checking Account General Maintenance		\$400.00	\$400.00
CD	6-Jul-22	Citizens Bank Bus 5508 5508 5508 5508	1-1100 6-6095 6-4030 6-6000	General Checking Account Friends of Tucker Free Library Supplies Library Programs - Contracted		\$548.39 \$164.41 \$99.99	\$812.79
CD	6-Jul-22	Comcast 5509 5509	1-1100 6-4020	General Checking Account Utilities		\$118.44	\$118.44
CD	12-Jul-22	Adams Lock 5507 5507	1-1100 6-4010	General Checking Account Building Repairs		\$285.00	\$285.00
CD	12-Jul-22	Edmunds Ace Har 5510 5510	1-1100 6-4030	General Checking Account Supplies		\$6.59	\$6.59
Grand Total:						\$20,976.87	\$20,976.87

Cash Receipts Journal

5/4/2022 To 7/12/2022

		ID#	Acct#	Account Name	Debit	Credit
CR	10-May-22					
		CR000379	1-1100	General Checking Account	\$5,313.83	
		CR000379	4-3520	Copier		\$36.00
		CR000379	4-5010	Willis Cogswell Fund		\$4,777.83
		CR000379	4-5050	General Purpose Donation		\$500.00
CR	17-May-22					
		CR000380	1-1100	General Checking Account	\$25.00	
		CR000380	4-3520	Copier		\$25.00
CR	24-May-22					
		CR000381	1-1100	General Checking Account	\$11,956.54	
		CR000381	4-3510	Contribution Overdue		\$5.00
		CR000381	4-3520	Copier		\$10.00
		CR000381	4-5020	Town Trust Funds		\$11,941.54
CR	7-Jun-22					
		CR000382	1-1100	General Checking Account	\$67.00	
		CR000382	4-3510	Contribution Overdue		\$25.00
		CR000382	4-3520	Copier		\$17.00
		CR000382	4-3560	Damaged/Lost Books		\$10.00
		CR000382	4-6000	Sale of Surplus		\$15.00
CR	14-Jun-22					
		CR000383	1-1100	General Checking Account	\$22.50	
		CR000383	4-3510	Contribution Overdue		\$2.50
		CR000383	4-3520	Copier		\$20.00
CR	21-Jun-22					
		CR000384	1-1100	General Checking Account	\$209.05	
		CR000384	4-3510	Contribution Overdue		\$3.75
		CR000384	4-3520	Copier		\$13.00
		CR000384	4-5050	General Purpose Donation		\$192.30
CR	28-Jun-22					
		CR000385	1-1100	General Checking Account	\$893.50	
		CR000385	4-3520	Copier		\$20.00
		CR000385	4-3560	Damaged/Lost Books		\$3.65
		CR000385	4-6095	Friends of Tucker Free Library		\$869.85
CR	5-Jul-22					
		CR000386	1-1100	General Checking Account	\$33.00	
		CR000386	4-3520	Copier		\$21.00
		CR000386	4-6000	Sale of Surplus		\$12.00
				Grand Total:	\$18,520.42	\$18,520.42

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

REVENUE		2022 INCOME
Personnel Appropriation Funds	\$	116,622.24
Cash Income & Trust Funds	\$	23,390.98
Operational Income	\$	2,460.34
Other Direct Income	\$	6,584.80
2021 Unexpended/Reserve Funds	\$	5,238.28
TOTAL REVENUE	\$	154,296.64
EXPENDITURES		2022 EXPENDITURES
Personnel Expenses	\$	116,622.24
Patron Service Expenses	\$	14,954.86
Facility Management Expenses	\$	16,288.96
Technology Management Expenses	\$	480.00
Other Direct Costs	\$	12,102.36
TOTAL EXPENDITURES	\$	160,448.42
REVENUE OVER EXPENDITURES	\$	(6,151.78)
RESERVED FUNDS		
Total Trust Funds Reserved	\$	2,789.47
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS	\$	5,238.28

TUCKER FREE LIBRARY - TREASURER'S REPORT 2022

INCOME		2022 INCOME	2022 BUDGET	Y-T-D %
			CATEGORY	RECEIVED
PERSONNEL APPROPRIATION FUNDS		\$ 116,622.24	\$ 209,965.13	
4-2000	Town Appropriation - Personnel	\$ 116,622.24	\$ 209,085.13	56%
CASH INCOME & TRUST FUNDS		\$ 23,390.98		
4-3510	Contribution Overdue	\$ 124.55		
4-3540	Non-Resident Cards	\$ 150.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 9,962.59	\$ 21,124.76	47%
4-5020	Annual Income fromTown Trust Funds	\$ 11,941.54	\$ 11,941.54	100%
4-5030	Donations: Established Trust Funds	\$ 200.00		
4-5040	Donations: In Memory/Honor of Donations	\$ 200.00		
4-5050	Donations: General Purpose	\$ 812.30		
4-9200	Invoice Paid. TFL NOT REIMBURSED BY TOWN IN 2020 for design work	\$ 2,714.00		
OPERATIONAL INCOME		\$ 2,460.34		
4-1000	Town Appropriation-Operations	\$ -		
4-1010	Town Appropriation - Fuel	\$ 1,865.69	\$ 4,408.20	42%
4-3520	COPY & FAX Service	\$ 581.00		
4-3550	Overdue Processing Fee	\$ -		
4-3560	Damaged/Lost Books	\$ 13.65		
OTHER DIRECT INCOME		\$ 6,584.80		
4-6000	Sale of Surplus	\$ 27.00		
4-6020	Reimbursed Purchase	\$ 312.95		
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 869.85		
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00		
4-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 4,975.00	\$ 9,950.00	50%
TOTAL REVENUE				
EXPENDITURES		2022	2022 BUDGET	Y-T-D %
		EXPENDITURES	CATEGORY	SPENT
PERSONNEL EXPENSES		\$ 116,622.24	\$ 209,965.13	56%
6-2000	Library -- Wages	\$ 92,927.16	\$ 165,548.76	56%
	Library - Benefit: Health Insurance	\$ 9,132.76	\$ 16,853.00	54%
	Library -- Fica (7.65% of Library Wages)	\$ 6,975.75	\$ 12,389.37	56%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 4,729.23	\$ 11,358.00	42%
	Library - Longevity Pay for Employees	\$ 2,150.68	\$ 2,500.00	86%
	Library -- Workers Comp/Unemp Ins	\$ 306.00	\$ 856.00	36%
6-2020	Library -- Membership & Mileage	\$ 275.66	\$ 150.00	184%
6-2030	Library -- Staff Development	\$ 125.00	\$ 310.00	40%
PATRON SERVICES EXPENSES		\$ 14,954.86	\$ 25,022.00	60%
6-3000	Library Acquisitions -- Books	\$ 9,060.17	\$ 16,000.00	57%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 92.74	\$ 500.00	19%
6-3010	Library Acquisitions -- Audio Books	\$ 792.65	\$ 1,500.00	53%
6-3020	Library Acquisitions -- Periodicals	\$ 286.00	\$ 1,000.00	29%
6-3030	Library Acquisitions -- DVD	\$ 463.32	\$ 750.00	62%
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 1,000.00	0%
6-6000	Library Program - Software Services			
	Library Catalog	\$ 1,950.00	\$ 1,950.00	100%
	NHDB for eContent	\$ 1,922.00	\$ 1,922.00	100%
	Library Website, Misc. Software	\$ 364.78	\$ 400.00	91%
6-6010	Library Program - Speakers & Supplies	\$ 23.20	\$ -	
FACILITY MANAGEMENT EXPENSES		\$ 16,288.96	\$ 32,294.14	50%
6-4000	Library General Maintenance -- Janitorial	\$ 2,800.00	\$ 6,000.00	47%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 4,960.29	\$ 9,965.00	50%
6-4020	Library Utilities (Total - Heating Oil)	\$ 2,866.26	\$ 7,475.94	38%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 1,865.69	\$ 4,408.20	42%
6-4030	Library Bldg Maintenance Supplies	\$ 3,796.72	\$ 4,445.00	85%
TECHNOLOGY MANAGEMENT EXPENSES		\$ 480.00	\$ 500.00	96%
6-5010	Library Tech Maintenance	\$ 480.00	\$ 250.00	192%
6-5020	Library Equipment	\$ -	\$ 250.00	0%
OTHER DIRECT COSTS		\$ 12,102.36	\$ 14,021.83	86%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ 309.07	\$ 1,000.00	31%
6-6020	Staff Reimbursed Purchase	\$ 312.95	\$ 312.95	100%
6-6080	Town of Henniker (Refund for Overpayment of Appropriation)	\$ 110.49	\$ 110.49	100%
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 869.85	\$ 1,048.39	83%
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 400.00	\$ 1,600.00	25%
6-9600	GRANT FUNDS: Moose Plate Phase 1 Granite/Mortar	\$ 10,100.00	\$ 9,950.00	102%
TOTAL LIBRARY OPERATIONS BUDGET		\$ 160,448.42	\$ 267,781.27	60%

TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2022	BALANCE 12/31/2021	EXPENDED THRU 7/12/2022	DONATIONS TO 2022	DEPOSIT TO TRUST FUND	BALANCE 12/31/2022
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 1,588.28	\$ -	\$ 1,588.28	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 123.45	\$ 34.65	\$ 74.72	\$ -	\$ -	\$ 83.38
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,029.17	\$ -	\$ 1,029.17	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 70.43	\$ -	\$ 70.43	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 684.08	\$ 188.64	\$ 411.82	\$ -	\$ -	\$ 460.90
Scott J. Berry*	MEMORIAL BOOKS	\$ 122.25	\$ 519.31	\$ -	\$ -	\$ -	\$ 641.56
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 196.81	\$ 361.09	\$ 46.32	\$ 150.00	\$ 150.00	\$ 511.58
James W. Doon*	MEMORIAL BOOKS	\$ 56.95	\$ 475.30	\$ -	\$ -	\$ -	\$ 532.25
Preston Fund	LIBRARY OPERATIONS	\$ 716.45	\$ -	\$ 716.45	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 21.18	\$ -	\$ 21.18	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 6,733.51	\$ -	\$ 6,733.51	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 480.40	\$ -	\$ -	\$ -	\$ -	\$ 480.40
Walter K. Robinson	MEMORIAL BOOKS	\$ 118.58	\$ 34.89	\$ 74.07	\$ -	\$ -	\$ 79.40
		\$ 11,941.54	\$ 1,613.88	\$ 10,765.95	\$ 150.00	\$ 150.00	\$ 2,789.47

*Trusts that list Trustees of Tucker Free Library with fiduciary capacity

LIBRARY TRUSTEE MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/18	BALANCE 12/31/19	BALANCE 12/31/2020	BALANCE 12/31/2021	BALANCE CURRENT 6/30/2022	
TD Bank							
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 349,042.10	
Charter Trust	LIBRARY DEVELOPMENT						
SUBFUND	Starting Balance	% of Fund	12/31/2018	12/31/2019	12/31/2020	12/31/2021	7/12/2022
Cammett, Helen	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,595.66
Childs, Anna	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 12,033.92
Soderstrom, Ann	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 240,896.70
TD Bank Refund	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,351.72
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84	272,878.00

ANNOTATIONS ATTACHED AS COMMENTS TO FUNDS IN THE CHARTER TRUST ACCOUNT.

1-The Charter Trust Account was designated as a "Board Restricted Endowment" on 09/08/2021 by a vote of 5-0.

2-The money from the Helen Cammett fund was received as Tucker Free Library was listed as a beneficiary of her insurance policy

3-The Anna Childs has as it's intent statement: "I give and bequeath to the Trustees of the Tucker Free Library of Henniker, New Hampshire, the sum of Five Thousand Dollars (\$5,000.00) to establish an Endowment Fund to be known as the Anna L. Childs Memorial Fund, the income only to be used for the benefit of the Francis Lane Childs Historical Room, but if not needed for this purpose, then for the general purposes of the Library." Will of Francis L. Childs, June 4, 1974.

4-Unconditional "I give my entire Estate, including any property over which I may have a power of appointment, as follows:...One-half (1/2) of my estate to Tucker Free Library, Henniker, New Hampshire." Last Will and Testament of Ann Soderstrom dated June 25, 2008.

5-Library Director received a letter and a check from TDWealth Management:

The letter states that the status of our trust failed to meet new regulations so it has been changed to a private foundation. Since it is now considered a private foundation they owed us money to compensate for the incorrect status (it changed from 4% to 5%) so they sent us \$6210 09/09/2011. They later sent an additional check in the amount of \$901.97 for underpayment.