

**RECORDING SECRETARY ROLL CALL**

**Deb Kreutzer, SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 9:58 AM**

**ACTION - RECORD ATTENDANCE**

MEETING PARTICIPANTS	PRESENT
John Capuco	<b>x</b>
Anne Crotti	<b>x</b>
Debra Kreutzer	<b>x</b>
E. Joseph Petrick	<b>x</b>
Frances Tain	<b>x</b>
Lynn Piotrowicz- DIRECTOR	<b>x</b>

**PUBLIC COMMENT**

**Public Forum**

MEMBERS OF PUBLIC PRESENT
No members of public

**ITEM 1**

**ACCEPT MINUTERS OF PRIOR MEETING: July 19, 2023**

**ACTION – MOVE TO ACCEPT: Joe** **SECONDED BY: Anne**

MEETING PARTICIPANTS	VOTE
John Capuco	<b>y</b>
Anne Crotti	<b>y</b>
Debra Kreutzer	<b>y</b>
E. Joseph Petrick	<b>y</b>
Frances Tain	<b>y</b>

**ITEM 2**

**TREASURER’S REPORT**

**TRUST FUND REPORT, YEAR-TO-DATE BUDGET REPORT & MANIFEST**

**ACTION – MOVE TO ACCEPT: John** **SECONDED BY: Anne**

MEETING PARTICIPANTS	VOTE
John Capuco	<b>y</b>
Anne Crotti	<b>y</b>
Debra Kreutzer	<b>y</b>
E. Joseph Petrick	<b>y</b>
Frances Tain	<b>y</b>

**MONIES/GIFTS TO ACCEPT: None**

**REQUEST OPERATIONAL APPROPRIATION FUNDS FROM TOWN. THERE IS \$ 11,854.38 BUDGETED SUGGEST ASKING FOR \$10,000.00. See prepared letter, have Treasurer sign.**

**ITEM 3**

**DIRECTOR’S REPORT**

A. Monthly Metrics

Metrics	JULY	2023 Y-T-D TOTAL	2022 TOTAL
# PROGRAMS	11	132	60
# ATTENDING PROGRAMS	141	1294	532
# NEW PATRONS	18	123	166
CIRCULATION - PHYSICAL	2279	14513	22675
CIRCULATION - eCONTENT	915	5751	8215
% PHYSICAL TO eCONTENT	71.35%	71.62%	73.41%
DOOR COUNT	1221	8318	11126

B. Staffing update: Director on vacation 8/19 – 9/5

C. As we wrap up summer programming efforts, staff will be meeting to formulate a programming plan for Fall 2023. Any programming ideas are welcome! Discussion on how to maximize and utilize feedback on programs.

D. Friends update

i. On-going Book sale

- E. Discussion of Possible Dates for Open House with Town Officials and/or General Public: casual, community meet and greet event preferred. Nov. 1 or 2? Ask Town Admin. best day.
- F. Thinking ahead to 2024, TFL 120 Year Anniversary, 9/22/2024 Sunday
- G. Lands' End Shirts, Sweaters, Jackets. Should we do a special edition 120-year anniversary logo? We could also use this logo to purchase SWAG

**ITEM 4** **MEETING ROOM POLICY – First Reading** Discussion to refine language and set specific rules of use. General TFL operating rules will apply.

**ITEM 5** **2024 PRELIMINARY BUDGET DISCUSSION**

- Personnel - discussion on need for additional staff hours/tasks.
- Operations - what happened to ARPA funds? Status of application? We need security upgrade urgently. No response from BOS on ARPA funds application

**ITEM 6** **PROJECT(S) UPDATE**

- Accessibility PSA discussion - what services TFL offers and informing public
- Fire Suppression - exploring requirements and alternative
- Rearrange art - create community gallery
- Minor renovations for accessible or partially accessible bathroom?
- Shift room use for meeting spaces - accommodate a variety of community meeting needs
- Main floor circulation desk needs renovation/adjustments/re-working for efficiency and comfort
- Children's Room circulation desk falling apart - needs rebuild urgently.
- Bike rack?
- Sign for front of building?
- Windows need repair or replacement.
- Temporary ramp on front of building - not ADA compliant, but facilitates access.

**ITEM 7** **OTHER**

Should TFL have Narcan? Defibrillator? Life Pack?

**ITEM 8** **SCHEDULE NEXT MEETING – Do trustees want to meet with Bar Harbor at September meeting?**

3:30 Wed. 9/20

**ITEM 9** **ADJOURN 12:03**

## TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2023	BALANCE 12/31/2022	EXPENDED THRU 04/07/2023	DONATIONS TO 2023	DEPOSIT TO TRUST FUND	BALANCE 12/31/2023
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 1,909.51	\$ -	\$ 1,909.51	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 148.66	\$ 54.29	\$ 15.87	\$ -	\$ -	\$ 187.08
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,237.34	\$ -	\$ 1,237.34	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 84.67	\$ -	\$ 84.67	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 822.45	\$ 378.38	\$ 25.84	\$ -	\$ -	\$ 1,174.99
Scott J. Berry*	MEMORIAL BOOKS	\$ 146.97	\$ 641.56	\$ -	\$ -	\$ -	\$ 788.53
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 236.62	\$ 490.42	\$ 16.93	\$ 100.00	\$ 100.00	\$ 710.11
James W. Doon*	MEMORIAL BOOKS	\$ 68.47	\$ 532.25	\$ -	\$ -	\$ -	\$ 600.72
Preston Fund	LIBRARY OPERATIONS	\$ 861.34	\$ -	\$ 861.34	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 25.47	\$ -	\$ 25.47	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 8,095.42	\$ -	\$ 8,095.42	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 577.56	\$ 480.40	\$ -	\$ -	\$ -	\$ 1,057.96
Walter K. Robinson	MEMORIAL BOOKS	\$ 142.56	\$ 58.24	\$ 67.61	\$ -	\$ -	\$ 133.19
		\$ 14,357.04	\$ 2,635.54	\$ 12,340.00	\$ 100.00	\$ 100.00	\$ 4,652.58

\*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 12/31/2022	BALANCE 06/30/2023	
<b>TD Bank</b>								
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 351,822.89	
<b>Bar Harbor (1)</b>								
<b>SUBFUND</b>								
	<b>Starting Balance</b>	<b>% of Fund</b>	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	8/8/2023
Cammett, Helen (2)	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54	\$ 9,192.65
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75	\$ 12,869.70
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36	\$ 257,627.52
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74	\$ 12,140.13
<b>Total of Funds</b>	<b>\$ 208,507.69</b>	<b>100%</b>	<b>\$229,129.58</b>	<b>\$266,654.76</b>	<b>284,761.29</b>	<b>317,390.84</b>	<b>271,604.39</b>	<b>291,830.00</b>

### ANNOTATIONS ATTACHED AS COMMENTS TO FUNDS IN THE BAR HARBOR TRUST ACCOUNT.

1-The Charter Trust Account was designated as a "Board Restricted Endowment" on 09/08/2021 by a vote of 5-0. It is now known as Bar Harbor as the change in management has occurred.

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

# TUCKER FREE LIBRARY - TREASURER'S REPORT 2023

REVENUE		2023 INCOME
Personnel Appropriation Funds	\$	132,219.03
Cash Income & Trust Funds	\$	27,830.10
Operational Income	\$	3,727.79
Other Direct Income	\$	10,770.06
<b>TOTAL REVENUE</b>		<b>\$ 174,546.98</b>

EXPENDITURES		2023 EXPENDITURES
Personnel Expenses	\$	132,219.03
Patron Service Expenses	\$	19,440.63
Facility Management Expenses	\$	14,814.05
Technology Management Expenses	\$	-
Other Direct Costs	\$	469.82
<b>TOTAL EXPENDITURES</b>		<b>\$ 166,943.53</b>

RESERVED FUNDS		
Total Trust Funds Reserved	\$	4,652.58
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
<b>TOTAL UNEXPENDED/RESERVE FUNDS</b>		<b>\$ 7,101.39</b>

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023				
		2023 INCOME	2023 BUDGET	%
INCOME		YTD	CATEGORY	RECEIVED
<b>PERSONNEL APPROPRIATION FUNDS</b>		\$ 131,969.03	\$ 223,454.62	59%
4-2000	Town Appropriation - Personnel	\$ 131,969.03	\$ 223,454.62	59%
<b>CASH INCOME &amp; TRUST FUNDS</b>		\$ 27,830.10	\$ 33,059.64	84%
4-3510	Contribution Overdue	\$ 77.50		
4-3540	Non-Resident Cards	\$ 100.00		
4-5010	Annual Income from Willis Cogswell Fund	\$ 12,870.54	\$ 18,702.60	69%
4-5020	Annual Income from Town Trust Funds	\$ 14,357.06	\$ 14,357.04	100%
4-5030	Donations: Established Trust Funds	\$ 300.00		
4-5040	Donations: In Memory/Honor of Donations	\$ -		
4-5050	Donations: General Purpose	\$ 125.00		
<b>OPERATIONAL INCOME</b>		\$ 3,727.79	\$ 18,764.38	20%
4-1000	Town Appropriation-Operations	\$ -	\$ 11,854.38	0%
4-1010	Town Appropriation - Fuel	\$ 2,936.87	\$ 6,910.00	43%
4-3520	COPY & FAX Service	\$ 581.50		
4-3550	Overdue Processing Fee	\$ 5.00		
4-3560	Damaged/Lost Books	\$ 204.42		
<b>OTHER DIRECT INCOME</b>		\$ 10,770.06	\$ 22,000.00	49%
4-6000	Sale of Surplus	\$ 14.00		
4-6020	Reimbursed Purchase	\$ -		
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 756.06	\$ 2,000.00	38%
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ -		
4-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ 10,000.00	\$ 20,000.00	50%
<b>TOTAL REVENUE</b>		\$ 174,296.98	\$ 297,278.64	59%
EXPENDITURES		2023 PAID YTD	2023 BUDGET	% SPENT
PERSONNEL EXPENSES		\$ 132,219.03	\$ 224,839.94	59%
6-2000	Library -- Wages (1.16% COLA + MERIT=3.5%TOTAL)	\$ 104,026.42	\$ 177,531.31	59%
	Library - Benefit: Health Insurance	\$ 11,391.46	\$ 20,535.62	55%
	Library -- Fica (7.65% of Library Wages)	\$ 7,977.46	\$ 12,389.37	64%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 6,890.69	\$ 11,358.00	61%
	Library - Longevity Pay for Employees	\$ 1,375.00	\$ 1,375.00	100%
	Library -- Workers Comp/Unemp Ins	\$ 308.00	\$ 1,375.64	22%
6-2020	Library -- Membership & Mileage	\$ 150.00	\$ 150.00	100%
6-2030	Library -- Staff Development	\$ 100.00	\$ 125.00	80%
<b>PATRON SERVICES EXPENSES</b>		\$ 19,440.63	\$ 24,117.00	81%
6-3000	Library Acquisitions -- Books	\$ 12,527.93	\$ 16,000.00	78%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 862.73	\$ 1,000.00	86%
6-3010	Library Acquisitions -- Audio Books	\$ 662.05	\$ 750.00	88%
6-3020	Library Acquisitions -- Periodicals	\$ 312.00	\$ 500.00	62%
6-3030	Library Acquisitions -- DVD	\$ 778.92	\$ 750.00	104%
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 500.00	0%
6-6000	Library Program - Software Services	\$ -		
	Library Catalog	\$ 2,050.00	\$ 1,950.00	105%
	NHDB for eContent	\$ 2,167.00	\$ 2,167.00	100%
	Library Website, Misc. Software	\$ 80.00	\$ 500.00	16%
6-6010	Library Program - Speakers & Supplies	\$ -	\$ -	
<b>FACILITY MANAGEMENT EXPENSES</b>		\$ 14,814.05	\$ 52,681.60	28%
6-4000	Library General Maintenance -- Janitorial	\$ 3,200.00	\$ 5,500.00	58%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,087.77	\$ 8,965.00	34%
6-4020	Library Utilities (Total - Heating Oil)	\$ 3,530.26	\$ 7,806.60	45%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 2,936.87	\$ 6,910.00	43%
6-4030	Library Bldg Maintenance Supplies	\$ 2,009.15	\$ 3,500.00	57%
6-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ 50.00	\$ 20,000.00	0%
<b>TECHNOLOGY MANAGEMENT EXPENSES</b>		\$ -	\$ 500.00	0%
6-5010	Library Tech Maintenance	\$ -	\$ 500.00	0%
6-5020	Library Equipment	\$ -	\$ -	
<b>OTHER DIRECT COSTS</b>		\$ 469.82	\$ 2,000.00	23%
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ -	\$ -	
6-6020	Staff Reimbursed Purchase	\$ -	\$ -	
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 469.82	\$ 2,000.00	23%
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ -	\$ -	
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		\$ 166,943.53	\$ 302,138.54	55%

# Tucker Free Library Cash Disbursements Journal

7/10/2023 To 8/8/2023

		ID#	Acct#	Account Name	Debit	Credit
CD	12-Jul-23	Citizens Bank Bus				
		5652	1-1100	General Checking Account		\$678.55
		5652	6-4030	Supplies	\$371.08	
		5652	6-6000	Library Programs - Contracted	\$126.49	
		5652	6-3030	DVD - Appropriation Fund	\$149.05	
		5652	6-3000	Books	\$31.93	
CD	18-Jul-23	Baker & Taylor				
		5650	1-1100	General Checking Account		\$1,551.66
		5650	6-3000	Books	\$1,420.49	
		5650	6-3002	Processing	\$131.17	
CD	18-Jul-23	Baker & Taylor NC				
		5651	1-1100	General Checking Account		\$504.65
		5651	6-3000	Books	\$477.14	
		5651	6-3002	Processing	\$27.51	
CD	18-Jul-23	Rachel Valladares				
		5653	1-1100	General Checking Account		\$25.00
		5653	6-2030	Staff Development	\$25.00	
CD	21-Jul-23	Eversource				
		5656	1-1100	General Checking Account		\$299.72
		5656	6-4020	Utilities	\$299.72	
CD	25-Jul-23	Friends of Tucker				
		5654	1-1100	General Checking Account		\$70.00
		5654	6-7005	FOR FRIENDS OF TFL (transfer)	\$70.00	
CD	25-Jul-23	Mark Reilly White				
		5655	1-1100	General Checking Account		\$400.00
		5655	6-4000	General Maintenance	\$400.00	
CD	26-Jul-23	Comcast				
		5661-1	1-1100	General Checking Account		\$109.90
		5661-1	6-4020	Utilities	\$109.90	
CD	29-Jul-23	Comcast				
		5657-1	1-1100	General Checking Account		\$109.90
		5657-1	6-4020	Utilities	\$109.90	
CD	1-Aug-23	Eli Marquardt				
		5657	1-1100	General Checking Account		\$25.00
		5657	6-2030	Staff Development	\$25.00	
CD	2-Aug-23	Citizens Bank Bus				
		5658	1-1100	General Checking Account		\$180.85
		5658	6-3000	Books	\$53.95	
		5658	6-6000	Library Programs - Contracted	\$26.50	
		5658	6-3030	DVD - Appropriation Fund	\$47.90	
		5658	6-4030	Supplies	\$52.50	
CD	2-Aug-23	TDS				
		5660	1-1100	General Checking Account		\$37.99
		5660	6-4020	Utilities	\$37.99	

CD	2-Aug-23	TDS 5661 5661	1-1100 6-4020	General Checking Account Utilities	\$43.60	\$43.60
CD	8-Aug-23	Henniker Waste W 5659 5659	1-1100 6-4020	General Checking Account Utilities	\$163.80	\$163.80
Grand Total:					\$4,200.62	\$4,200.62

## Cash Receipts Journal

7/10/2023 To 8/8/2023

		ID#	Acct#	Account Name	Debit	Credit
CR	11-Jul-23	CR000438	1-1100	General Checking Account	\$12.00	
		CR000438	4-3520	Copier		\$12.00
CR	18-Jul-23	CR000439	1-1100	General Checking Account	\$32.00	
		CR000439	4-3520	Copier		\$32.00
CR	1-Aug-23	CR000440	1-1100	General Checking Account	\$4,325.63	
		CR000440	4-3510	Contribution Overdue		\$3.00
		CR000440	4-3520	Copier		\$25.00
		CR000440	4-5010	Willis Cogswell Fund		\$4,297.63
Grand Total:					\$4,369.63	\$4,369.63

# TUCKER FREE LIBRARY MEETING ROOM POLICY

The meeting spaces in the library are intended for library programming and community use. First priority for bookings of the meeting rooms will be reserved for Tucker Free Library programs or programs sponsored by the library.

Any group not based in Henniker requesting use of a meeting room must show substantial connection to the Town through its stated mission, service area or membership. TFL recognizes the rights of free speech and free assembly.

- Permission for a group to use library space does not constitute an endorsement of the group's philosophy or objectives by TFL.
- No group will imply in its advertising or during the meeting that the library has sponsored or supports its meeting, group or presentation.
- Neither the name nor the address of the library may be used as the official address or headquarters of a user.
- No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed unless the use is by or sponsored by the library.
- Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted at the library.
- Adjudicated family visits must be supervised at all times. If at any time, staff members or other patrons become uncomfortable with the visit or feel threatened by any behavior, the library reserves the right to ask the Henniker Police Department to escort all parties from the building.

## Rules for Using TFL Meeting Spaces

- All general library policies apply.
- Disruption of library function is not permitted. Staff retain the right to address disruptive behavior or any kind.
- Parents or guardians attending an event/approved use of the premises may not leave children unattended in the main library or Children's Room.
- Library staff will not assist in room setup, configuration, or troubleshooting of personal technology devices that are not TFL sponsored functions.
- Each group is responsible for set-up and break-down for its event in the meeting room itself.
- All spaces must be vacated fifteen (15) minutes before library closing times.**

An adult representative for each group using the library must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time.



- TFL assumes no responsibility for the safety of any private property brought onto the premises, nor for injury to any persons attending the meeting.
- Any damage to library property resulting from a meeting or program will be the responsibility of the organization using the TFL.

### **Hours of Use and Room Capacities**

The meeting rooms are available for use during the library's normal operating hours.

- For specific open and closing times check the library website.
- Capacity of space will be discussed when booking.
- Reservation times include setup and breakdown time.
- All spaces must be vacated fifteen (15) minutes before library closing times.**

The meeting rooms are not available for use on holidays on which the library is closed. If the library is forced to close as a result of storms or other extraordinary circumstances, the closing will be posted on WMUR and on the library web page. It is each organization's responsibility to notify those who would be attending any meeting. The library is not responsible for any cost incurred by any organization as a result of such closing.

The Tucker Free Library reserves the right to alter these rules as deemed necessary by the Director in conjunction with the Board of Trustees.

Adopted by Library Board of Trustees

1st reading 8/18/2023

Revisions from 8/18/2023

2nd reading 9/20/2023