

RECORDING SECRETARY ROLL CALL

E. Joseph Petrick SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:30 pm.

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

PUBLIC COMMENT

Public Forum

MEMBERS OF PUBLIC PRESENT
None

ITEM 1

Meeting with representatives of Bar Harbor Bank to discuss status of library trust funds

Present at meeting: Jason Edgar, President of BH Wealth Management, Shawn Foley, SVP, Portfolio Manager, & Holly Kresiak, Wealth Manager

ITEM 2

ACCEPT MINUTERS OF PRIOR MEETING: August 18, 2023

ACTION – MOVE TO ACCEPT: Joe

SECONDED BY: John

MEETING PARTICIPANTS	VOTE
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

ITEM 3

TREASURER’S REPORT

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

ACTION – MOVE TO ACCEPT: Fran

SECONDED BY: Debra

MEETING PARTICIPANTS	VOTE
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

MONIES/GIFTS TO ACCEPT: Martha Nemiccolo \$100.00 for the Mary Kjellman Fund

ACTION – MOVE TO ACCEPT: Debra

SECONDED BY: Fran

MEETING PARTICIPANTS	VOTE
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Yes

ITEM 4

DIRECTOR’S REPORT

A. Monthly Metrics

Metrics	AUGUST	2023 Y-T-D TOTAL	2022 TOTAL
# PROGRAMS	9	141	60
# ATTENDING PROGRAMS	55	1349	532
# NEW PATRONS	26	149	166
CIRCULATION - PHYSICAL	2483	16996	22675
CIRCULATION - eCONTENT	904	6655	8215
% PHYSICAL TO eCONTENT	73.31%	71.86%	73.41%
DOOR COUNT	1240	9558	11126

- ITEM 5 **MEETING SPACE POLICY – Second Reading**
All trustees present voted to accept the reading of the Meeting Space Policy. Waived third reading. Policy adopted 9/20/2023
- ITEM 6 **2024 PRELIMINARY BUDGET DISCUSSION - Continued**
- ITEM 7 **PROJECT MANAGEMENT - Continued**
- ITEM 8 **OTHER - None**
- ITEM 9 **SCHEDULE NEXT MEETING – Wednesday, October 25, 2023 starting at 3:30 pm**
- ITEM 10 **ADJOURN 5:30 pm**

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	\$ 87.77	\$ -	\$ -	\$ 115.18
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	\$ 85.69	\$ -	\$ -	\$ 1,115.14
Scott J. Berry*	MEMORIAL BOOKS	\$ 146.97	\$ 641.56	\$ -	\$ -	\$ -	\$ 788.53
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 236.62	\$ 490.42	\$ 74.03	\$ 400.00	\$ 400.00	\$ 653.01
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	\$ 91.42	\$ -	\$ -	\$ 109.38
		\$ 14,357.04	\$ 2,635.54	\$ 12,552.66	\$ 400.00	\$ 400.00	\$ 4,439.92

*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 09/13/2023	
TD Bank								
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 351,822.89	
Bar Harbor (1)								
SUBFUND								
	Starting Balance	% of Fund	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	\$ 9,153.49
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75	\$ 12,814.89
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36	\$ 256,530.20
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74	\$ 12,088.42
Total of Funds	\$ 208,507.69	100%	\$229,129.58	\$266,654.76	284,761.29	317,390.84	271,604.39	290,587.00

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023

REVENUE		2023 INCOME
Personnel Appropriation Funds	\$	155,186.36
Cash Income & Trust Funds	\$	27,930.10
Operational Income	\$	5,204.26
Other Direct Income	\$	10,882.95
TOTAL REVENUE		\$ 199,203.67

EXPENDITURES		2023 EXPENDITURES
Personnel Expenses	\$	155,186.36
Patron Service Expenses	\$	21,252.29
Facility Management Expenses	\$	16,726.84
Technology Management Expenses	\$	-
Other Direct Costs	\$	469.82
TOTAL EXPENDITURES		\$ 193,635.31

RESERVED FUNDS		
Total Trust Funds Reserved	\$	4,439.92
Vivian Allen Fund	\$	448.81
Beres Fund	\$	2,000.00
TOTAL UNEXPENDED/RESERVE FUNDS		\$ 6,888.73

TUCKER FREE LIBRARY - TREASURER'S REPORT 2023				
INCOME		2023 INCOME	2023 BUDGET	%
		YTD	CATEGORY	RECEIVED
PERSONNEL APPROPRIATION FUNDS		\$ 154,936.36	\$ 223,454.62	69%
4-2000	Town Appropriation - Personnel	\$ 154,936.36	\$ 223,454.62	69%
CASH INCOME & TRUST FUNDS		\$ 27,930.10	\$ 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	\$ 400.00		
4-5040	Donations: In Memory/Honor of Donations	\$ -		
4-5050	Donations: General Purpose	\$ 125.00		
OPERATIONAL INCOME		\$ 5,204.26	\$ 18,764.38	28%
4-1000	Town Appropriation-Operations	\$ -	\$ 11,854.38	0%
4-1010	Town Appropriation - Fuel	\$ 4,218.01	\$ 6,910.00	61%
4-3520	COPY & FAX Service	\$ 764.50		
4-3550	Overdue Processing Fee	\$ 5.00		
4-3560	Damaged/Lost Books	\$ 216.75		
OTHER DIRECT INCOME		\$ 10,882.95	\$ 22,000.00	49%
4-6000	Sale of Surplus	\$ 14.00		
4-6020	Reimbursed Purchase	\$ -		
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ 868.95	\$ 2,000.00	43%
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%
TOTAL REVENUE		\$ 198,953.67	\$ 297,278.64	67%
EXPENDITURES		2023 PAID YTD	2023 BUDGET	% SPENT
			CATEGORY	
PERSONNEL EXPENSES		\$ 155,186.36	\$ 224,839.94	69%
6-2000	Library -- Wages (1.16% COLA + MERIT=3.5%TOTAL)	\$ 120,943.98	\$ 177,531.31	68%
	Library - Benefit: Health Insurance	\$ 15,074.80	\$ 20,535.62	73%
	Library -- Fica (7.65% of Library Wages)	\$ 9,255.81	\$ 12,389.37	75%
	Library -- Retirement (11.17% of Eligible Wages)	\$ 7,978.77	\$ 11,358.00	70%
	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%
PATRON SERVICES EXPENSES		\$ 21,252.29	\$ 24,117.00	88%
6-3000	Library Acquisitions -- Books	\$ 13,840.06	\$ 16,000.00	87%
6-3002	Library Acquisitions -- Material Processing Fee	\$ 988.05	\$ 1,000.00	99%
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	\$ 807.77	\$ 750.00	108%
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	\$ 425.36	\$ 500.00	85%
6-6010	Library Program - Speakers & Supplies	\$ -	\$ -	
FACILITY MANAGEMENT EXPENSES		\$ 16,726.84	\$ 52,681.60	32%
6-4000	Library General Maintenance -- Janitorial	\$ 4,000.00	\$ 5,500.00	73%
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,392.25	\$ 8,965.00	38%
6-4020	Library Utilities (Total - Heating Oil)	\$ 4,218.01	\$ 7,806.60	54%
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 2,936.87	\$ 6,910.00	43%
6-4030	Library Bldg Maintenance Supplies	\$ 2,129.71	\$ 3,500.00	61%
6-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ 50.00	\$ 20,000.00	0%
TECHNOLOGY MANAGEMENT EXPENSES		\$ -	\$ 500.00	0%
6-5010	Library Tech Maintenance	\$ -	\$ 500.00	0%
6-5020	Library Equipment	\$ -	\$ -	
OTHER DIRECT COSTS		\$ 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)	\$ -	\$ -	
TOTAL LIBRARY OPERATIONS BUDGET		\$ 193,635.31	\$ 302,138.54	64%

Tucker Free Library Manifest - Bills Paid

8/9/2023 To 9/13/2023

		ID#	Acct#	Account Name	Debit	Credit
CD	15-Aug-23	Monadnock Securi				
		5662	1-1100	General Checking Account		\$139.00
		5662	6-4010	Building Repairs	\$139.00	
CD	15-Aug-23	Baker & Taylor				
		5663	1-1100	General Checking Account		\$1,325.79
		5663	6-3000	Books	\$1,212.03	
		5663	6-3002	Processing	\$113.76	
CD	15-Aug-23	Baker & Taylor NC				
		5664	1-1100	General Checking Account		\$196.68
		5664	6-3000	Books	\$185.12	
		5664	6-3002	Processing	\$11.56	
CD	15-Aug-23	Monadnock Securi				
		5665	1-1100	General Checking Account		\$408.00
		5665	6-4010	Building Repairs	\$408.00	
CD	16-Aug-23	Eversource				
		5666	1-1100	General Checking Account		\$490.88
		5666	6-4020	Utilities	\$490.88	
CD	22-Aug-23	Mark Reilly White				
		5667	1-1100	General Checking Account		\$400.00
		5667	6-4000	General Maintenance	\$400.00	
CD	26-Aug-23	Comcast				
		5665-1	1-1100	General Checking Account		\$109.90
		5665-1	6-4020	Utilities	\$109.90	
CD	6-Sep-23	Citizens Bank Bus				
		5669	1-1100	General Checking Account		\$278.31
		5669	6-4030	Supplies	\$120.56	
		5669	6-3000	Books	\$102.40	
		5669	6-6000	Library Programs - Contracted	\$26.50	
		5669	6-3030	DVD - Appropriation Fund	\$28.85	
CD	6-Sep-23	TDS				
		5671	1-1100	General Checking Account		\$39.59
		5671	6-4020	Utilities	\$39.59	
CD	6-Sep-23	TDS				
		5672	1-1100	General Checking Account		\$44.24
		5672	6-4020	Utilities	\$44.24	
CD	12-Sep-23	Marc Aucoin's Elec				
		5670	1-1100	General Checking Account		\$304.48
		5670	6-4010	Building Repairs	\$304.48	
CD	13-Sep-23	Eversource				
		5676	1-1100	General Checking Account		\$392.93
		5676	6-4020	Utilities	\$392.93	

Cash Receipts Journal

8/9/2023 To 9/13/2023

		ID#	Acct#	Account Name	Debit	Credit
CR	15-Aug-23					
		CR000442	1-1100	General Checking Account	\$129.89	
		CR000442	4-3520	Copier		\$17.00
		CR000442	4-6095	Friends of Tucker Free Library		\$112.89
CR	23-Aug-23					
		CR000443	1-1100	General Checking Account	\$27.00	
		CR000443	4-3520	Copier		\$27.00
CR	29-Aug-23					
		CR000444	1-1100	General Checking Account	\$16.00	
		CR000444	4-3520	Copier		\$16.00
CR	5-Sep-23					
		CR000445	1-1100	General Checking Account	\$142.33	
		CR000445	4-3520	Copier		\$30.00
		CR000445	4-3560	Damaged/Lost Books		\$12.33
		CR000445	4-5030	Established TrustFund Donation		\$100.00

TUCKER FREE LIBRARY MEETING SPACE 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

3rd reading waived 9/20/2023

POLICY ADOPTED 9/20/2023