

Tucker Free Library Minutes
December 12, 2006
7:00 p.m.

Present: Terry Simkin, Wayne Colby, Patti Osgood, Christine Anderson, Lynn Piotrowicz (library director); absent: Walter Robinson.

1. **Minutes of November 14, 2006:** Wayne moved to accept as amended, Patti seconded, all approved, 4-0.
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Wayne.
4. **Laurie Grob, Trustee of the Trusts came before the board (7:10 p.m.).** Laurie suggested that the board call the TD Banknorth trust administrator to discuss the following: the board's dissatisfaction with Banknorth's fee structure currently charged the Willis Cogswell trust, the board's intent to move the trust, and also to seek the bank's position on the transition. Wayne stated we should get Terry Knowles' opinion before proceeding. Laurie read his letter emailed to Terry Knowles, and also read Ms. Knowles' response. Terry stated he would discuss the matter with Banknorth to see what they can do for us with regard to the fee schedule. If Banknorth can't help us, we will proceed to probate court. Laurie stated he will be meeting with the trustees of the trust funds to see if they will administer the change. Laurie will wait for Terry S.' correspondence.
With regard to the budget, Laurie also discussed manipulation of capital reserves/expendable trusts to earn 4½ to 5% rather than 2½%, but there were time restrictions as to deposit and availability of funds. The board thanked Laurie for his assistance and he left at 7: 35 p.m.
5. **Director's Report:** (A.) Follow-up: (i.) Lynn received the final copy of Patience Jackson's report, which still contains some minor mistakes, but the board agreed to accept it as is. (ii.) Lynn is not sure if the TDS/Comcast issue is resolved. She needs to hear from TDS customers. (iii.) Lynn emailed Pam Fectau/Local Government Center reiterating our concerns about the disparity between coverage and actual replacement costs. Pam spoke to the LGC appraiser who told Pam the value of the contents would not change the replacement value. (B.) Patron Services: (i.) Statistics: New Patrons since 12/05: 200; Circulation – ~~October~~ ^{Nov 10}: 2204; Circulation – 2006: 25,278; Internet Use: 1,020; Downloadable Audio Books: 82. (ii.) Patron, who had been arrested on a bench warrant, returned the materials on the scheduled court date. (iii.) Children's Holiday Craft Program was very successful, 13 participated. The preschool activity is finished for Dec. (iv.) The Chronic Overdue Materials Procedure was edited and discussed.
6. **Integrated Library System (ILS) Update:** Lynn is researching. Various systems cost \$42k, \$45k. Lynn described the Koha package (\$14k), \$3k/yr hosting fee, an open source circulation system, which was created by a librarian, is user responsive, and hosted off site.
7. **Budget Planning Session:** Discussed proposed line items and two proposed warrant articles: a \$5k capital reserve trust for the purpose of purchasing a library circulation package to maintain an automated system including online patron catalog and a \$5k expendable trust for the purpose of repairing and maintaining the building. Terry moved to accept the proposed operating budget in the sum of \$150,185.37 and the two proposed warrant articles; Patti seconded, and all approved 4-0.
8. **Other Business:** (A.) Lynn is concerned about loss of heat via attic, ventilation, feasibility of storm windows. Patti will get advice from Scott Osgood about the problem. (B.) Lynn will respond to Antrim library's request for TFL bylaws by directing them to the NH RSAs for libraries, which we use. (C.) Topic of upcoming board vacancies was discussed. (D.) Lynn is working on the town report.
10. **Vote to go into nonpublic session: RSA 91-A:3-II(a)** at 8:55 p.m. with the library director; Christine moved, Terry seconded, Patti (yes), Wayne (yes). The library director responded to her evaluation. Employee issues were discussed. The board came out of nonpublic session at 9:12 p.m. Wayne moved, Terry seconded, Christine (yes), Patti (yes).

Next meeting: Tuesday, January 23, 2007 at 7:00 p.m.

The meeting ended at 9:15 p.m.

Respectfully submitted,



Christine Putnam Anderson

Tucker Free Library Minutes
November 14, 2006
7:00 p.m.

Present: Patti Osgood, Terry Simkin, Wayne Colby, Christine Anderson, Lynn Piotrowicz (library director); absent: Walter Robinson.

1. **Vote to go into nonpublic session: RSA 91-A:3 II(a)** at 7:02 p.m. without the library director; Patti moved, Christine seconded, Terry (yes), and Wayne (yes). Library director's annual evaluation done. Library director was summoned and returned to the nonpublic session; she briefly reviewed the evaluation and will respond to the comments therein at the next board meeting. The board came out of nonpublic session at 7:45 p.m. Christine moved, Patti seconded, Wayne (yes), Terry (yes).
2. **Minutes of October 17, 2006:** Wayne moved to accept as is; Terry seconded; all approved, 4-0. With regard to the minutes Terry reported that Patti Tompkins came to TFL and he has yet to contact PD about incident documentation issue. *CPA also CPA*
3. **Public Forum:** No members of the public were present.
4. **Treasurer's Report:** Presented by Wayne.
5. **Director's Report:**
 - A. Follow-up from last meeting:
 1. Peter Flynn reported that we are not obligated to make changes recommended in the Employee Safety Committee Inspection Report and that the town insurer may be requiring an inspection of all town facilities. We will be notified of such. *Lobombarde CPA*
 2. Lynn gave Laurie Grob a copy of Willis Cogswell's will and recent documents related to our dissatisfaction with current trust holder. Laurie contacted Peter Lombardi of Citizens.
 3. Patty Tompkins looked at our current circulation system and felt the MS SQL database is so embedded within the package it can't be extracted. Lynn has been faxing/emailing Sagebrush/Follet to keep our list of concerns a top priority. There was a discussion about using the present system as long as possible and in the meantime Lynn will research software vendors to find cost effective solutions.
 4. TDS/Comcast issue can be resolved with a static ISP address at \$60/yr from Comcast. Lynn recommended the purchase and the board was in agreement.
 - B. **Patron Services:** New Patrons: 185 since 12/05; October Circulation: 2422; 2006 Circulation: 23,048; Internet use: 941; Downloadable Audio Books: 59 downloads. Chronic Overdue patrons: Discussion of new protocol was tabled to the next meeting.
 - C. **Friends' Meeting:** The Friends decided to continue the Bookfest sale next year and accept more responsibility for it. *Fri, 11/24 CPA*
 - D. **Holiday Hours:** TFL will be closed on Mon., 12/25 (Christmas), Tues., 12/26 (floating holiday).
6. **Budget:** The board worked on the 2007 budget. Terry moved to accept the budget proposal; Patti seconded; all approved, 4-0. *Mon., and 01/07 (New Year's Day) CPA*
7. **Vote to go into nonpublic session: RSA 91-A-3 II(a)** at 9:40 p.m. with the library director; Terry moved, Wayne seconded, Christine (yes), Patti (yes). Employee issues were discussed. The board came out of nonpublic session at 9:45 p.m. Terry moved, Christine seconded, Patti (yes), Wayne (yes).

Meeting ended at 9:50 p.m.

Next meeting: Tuesday, December 12, 2006 at 7 p.m.

Respectfully submitted by:

Christine Putnam Anderson

Christine Putnam Anderson

Tucker Free Library Minutes
October 17, 2006
7:00 p.m.

Present: Wayne Colby, Patti Osgood, Walter Robinson, Terry Simkin, Christine Anderson, Lynn Piotrowicz (library director)

1. **Minutes of September 12, 2006:** Walter moved to accept as amended; Patti seconded. All approved, (5-0).
2. **Public Forum:** No members of the public were present.
3. **Police Department & Incident Documentation:** In reporting vandalism to the police, the director was told she must include her SS# and DOB. When she refused, the officer told her he would look up the information anyway, so Lynn disclosed the information. Terry will get a copy of the police report and look into the matter.
4. **New Patron Registration Policy:** The documentation requirements for the issuance of a provisional card were discussed. Patti moved to accept the new policy with the recommended change of the provision of identifying documentation; Walter seconded. The vote was 4-1 to approve: Patti (yes), Walter (yes), Christine (yes), Terry (yes), and Wayne (no).
5. **Treasurer's Report:** Wayne asked Laurie Grob, Trustee of the Trust Funds to speak to TD Banknorth about its management of the Willis Cogswell Trust and to Citizens, which manages the town trusts. In comparing the management of the trust at the two banks, the trust would make \$5,506.14 more per year at Citizens. The board discussed the process of moving the Willis Cogswell Trust to Citizens, which would necessitate petitioning probate court to approve the move. Walter made the motion to proceed to move the Willis Cogswell Trust from TD Banknorth to the town trust funds at Citizens; Terry seconded. All approved, (5-0). Wayne announced he would not be running for re-election to the board.
6. **Director's Report:** Follow-up - The library is on the list for reappraisal, no time given. The LGC risk manager could not give any solid info with regard to a pandemic.
Programming - Preschool Activity is going very well; Tech Talks - Denise helped one person, others during regular hours; Downloadable Audio Books - 36; Talk It Up at TFL - seven attended.
Bookfest total - \$1977.05; Book Sale - \$1669.50; Bake Sale - \$72.80; Plant Sale - \$62.60; Flea Spaces - \$130.00. NEC Women's Lacrosse team carried 300 boxes of books down from attic, loaded them into the back of a pickup, then into the Grange. The Friends were pleased with this year's Bookfest results.
Building - Harding will do furnace/boiler inspection 11/27/06. If address change takes effect on 1/15/07, the new address will be 31 Western Ave. Employee Safety Committee Inspection Report: Need more handrails, front; Storage area upstairs - nails in roof; No exit sign downstairs.
Patron services - New patrons - (No figure available); Sept. Circulation - 2399; 2006 Circulation to date - 20,626; Internet use - 872. Chronic Overdue patrons: There was a discussion as to how to deal with patrons who habitually have 20 or so overdue books for several weeks at a time, including suspension of privileges and restriction of the number of books the patron is allowed to borrow. Lynn will work on this.
Computer System/Circulation Software - Lynn went to the Gilbert Hood Middle School in Derry with HCS/John Stark librarians to see DESTINY, the premier Follett circulation system. Sagebrush has not provided any support for our list of problems. Lynn will search for a new circulation package.

(The next meeting was scheduled for 11/14/06.) (Walter left at 8:25 p.m.)

Patience Jackson emailed that she can't get to the report until November. Finding someone to maintain TFL databases, to provide the support Sagebrush is dropping, was discussed.

7. **Budget Planning:** Lynn discussed the need for a digital camera to photograph items for disaster planning, inventory, etc., and asked for an advance of \$200 for Librarian conference: \$100 for her and \$100 for Lori. Terry moved to approve; Christine seconded. It was approved, (4-0). In looking at the operations budget, Lynn compared the wages of the library staff to those of transfer station employees. She also provided a table of figures of staff wage totals if particular wages were increased to various amounts, ranging from \$10/hr to \$16/hr.
8. **Disaster Planning Session:** Tabled to a future meeting.
9. Vote to go into non-public session: RSA: 91-A: 3 II (a) at 8:45 p.m. with Library Director. Terry moved, Patti seconded, Wayne (yes), and Christine (yes). Employee issues were discussed. The board came out of non-public session at 8:55 p.m. Terry moved, Wayne seconded, Christine (yes), Patti (yes). The process of completing the Library Director's evaluation was discussed. Wayne offered Lynn the opportunity to conduct a self-evaluation; Lynn declined.
10. **Next Meeting:** November 14, 2006.
11. The meeting ended at 9:00 p.m.

Respectfully submitted by:



Christine Putnam Anderson

Tucker Free Library Minutes
September 12, 2006
7:00 p.m.

Present: Terry Simkin, Patti Osgood, Christine Anderson, Lynn Piotrowicz (library director), Colleen Duggan, member of the public, Pam Fectau, NH Local Government Center insurance representative arrived at 7:30 p.m.

Absent: Wayne Colby and Walter Robinson.

1. Consultation with LGC insurance rep. postponed to later in meeting since she arrived late.
2. Minutes of June 13, 2006: Terry moved to accept as amended; Patti seconded. All approved, (3-0).
3. Public Forum: Colleen Duggan requested and received staff performance evaluation form and paid time off information.
4. Treasurer's Report: Not given, Wayne was absent.
5. Needs Assessment: Lynn and Wayne are finishing corrections and assessment will be sent back to Patience Kenney Jackson
6. Summer Wrap-up/Fall Programming: Summer reading program ran from 6/20/06-7/17/06. 92 youth read 620 books.

(Continued after the NHLGC consultation.)

1. Pam Fectau, the NHLGC insurance rep. stated that in the case of a total loss to the building and contents, the replacement value for the building is \$1,132,232, and the replacement value for contents is \$581,923. The appraisal was conducted last year (2005) by the American Appraisal Co. After seeing the building, Pam stated she felt the replacement value figure seemed low and she would speak to the LGC underwriter. There is also a fine arts schedule of \$29,800. Pam suggested that any fine arts item valued over \$10,000 be placed on this schedule. Values of fine arts items need to be determined; photos should be taken of these items and kept in a safe place. Pam informed the board that the library's computers and software fall under the contents coverage. The coverage on the building includes the furnace, Garavanta Lift, attached shelving and anything affixed to the floor.

A tour of the building was conducted. There was discussion about the business interruption coverage limit of \$100,000 in the event of a major loss, whereby a temporary library had to be set up elsewhere. There were questions with regard to coverage in the event of an Avian flu or other pandemic; Pam will speak to risk management to address these issues. The difference between replacement value of the building and reproduction value of the building was discussed.

The board thanked Pam for her time and the information she provided and she left.

Terry referenced the 2004 Needs Assessment Study conducted for TFL by Patience Kenney Jackson, Library Building Consultant, which places the building replication value to be about \$4,474,500, and the contents value at \$817,425, much higher than the LGC figure of \$581,923. Flaking of paint on tin ceiling was observed in several places. Lynn will research where ceiling was painted the last time it was worked on.

6. (Continued) Fall programming begins in Sept. Staff of Children's Dept. will run the Preschool Activity Time on Tuesdays from 10:15-11a.m. Talk It Up at Tucker Free, adult book discussion group, starts on 9/20/06. Jody Whelton and Jen Astholz will coordinate a Home Educated Book Discussion Group for children ages 4-8 on one Wed. morning a month at the library. The group developed an informational blog as a bulletin board, and there is a link to their blog on the TFL Web page. Tech Talks at Tucker Free is a forum for staff to disseminate info about NH Downloadable Audio Books and other relevant topics as needed. The Friends of TFL have renamed the annual

Book, Bake, Plant and Flea sale to BOOKFEST, which will take place October 7, 2006. No holiday programming in Dec., except for a children's holiday craft program. All activities are posted on the library calendar of the Web page.

Downloadable Audio Book Programs started 9/05/06. TFL is participating and patrons can access the program through a link on the library home page. Books can be downloaded onto personal computers, MP3 players, or burned onto CDs. The Friends are buying a new computer for library patrons to use to access this program and download to MP3 players.

7. Budget Planning: Budgeting for costly items, such as the lower level boiler, ceiling restoration, and another staff position was discussed.
8. Disaster Planning: Lynn is developing an outline for a disaster plan. All important contact and account numbers have been compiled. Emergency response plans have been started and a format for salvage priorities is being developed. A formal inventory is being incorporated into a layout of priorities for each floor. Off-site storage of the disaster plan and file server, as well as the formation of a committee comprised of staff and board members to make decisions with regard to prioritizing salvage, was discussed.
9. Director's Report:
 - A. FOLLOW-UP FROM LAST MEETING
 - i. Two air conditioners have been purchased for the E-Room.
 - ii. Dehumidifier was purchased for the Meeting Room.
 - iii. COLLECTION MAINTENANCE
 1. Staff completed the collection and database cleanup in the J-Room and the E-Room.
 2. All discards processed.
 3. All records modified to reflect shorter call numbers and material/record agreement.
 4. Videos removed from tall spinners and placed on shelves.
 5. Paperback collection removed from tall spinners and placed on shelves.
 6. Nonfiction collection weeded.
 7. Database cleanup of nonfiction collection will begin in Sept. and take most of the fall to complete.
 8. \$600 of cataloging materials was used to achieve spine label/barcode label/computer agreement.
 9. Kindergarten room full of books for disposal. Lynn will check with Bob Pennock.
 - iv. Skateboarding issues seem to have been resolved.
 - v. Lynn is making Wayne's corrections to Patience Jackson report, will continue to work on it and submit to her.
 - vi. Lynn contacted Cheryl Morse about pandemic response and she was referred to Peter Flynn.
- B. BUILDING
 - i. Book Drop was purchased (\$2170) and installed (\$730) On 9/11 a.m. Lynn discovered it had been vandalized, rammed so that it was tilted from its base. Henniker PD was notified. Irish Burnett did the repairs.
 - ii. Ground level windows, portico, back door were painted.
 - iii. All fire extinguishers were inspected. A rechargeable ABC extinguisher was purchased for the attic and mounted at the top of the stairs. The disposable ABC unit was placed in the back office.
 - iv. Alarm panel was deemed defective and replaced by ESP on 8/15/06 for \$1336.58. All smoke and heat detectors are compatible with the new panel. One smoke detector in the

Nonfiction Room is defective and will be replaced. Terry moved that the \$1336.58 be taken from the Expendable Trust; Patti seconded the motion, and all approved (3-0).

- v. Granite retaining wall was repaired at no expense.
- vi. Town employees trimmed shrubs.
- vii. Lynn contacted Peter about two missing signs in the back parking lot and availability of parking behind the Grange for library staff.
- viii. Building inspected by Town Employee Safety Committee on 8/29/06, awaiting report.

C. PATRON SERVICES

- i. 103 new patrons since 5/01/06. Circulation through 8/28/06 – 17,860; Internet use - 780.
- ii. Explore current operational hours to better address needs of community and consistency of schedule.
- iii. Begin collection of email addresses via Infocentre to send notification of overdue materials/availability of holds.
- iv. NEW PATRONS: Lynn suggested the existing policy be changed to a more positive first interaction with new patrons.
 - Allow for a provisional card if a new patron does not have proper paperwork to confirm residency.
 - Permit new patron to check out two items
 - Set expiration date of two weeks on the card
 - Provide new patron with a handout listing the types of documentation required to receive a permanent card and the date their card will expire.
 - If a NEW PATRON has all the documentation establishing a membership, the initial transaction will not be limited to two items. The new patron issues were discussed and the board agreed to vote on the policy change at the Oct. meeting.
- v. Courtesy cards will be issued to NEC and Henniker Community School staff if they bring identification tags or pay stubs.

D. LIBRARY HISTORY

In conducting the inventory for the disaster plan, Lynn has noted that important institutional paperwork is currently stored all over the building in less than ideal conditions.

- i. Suggested that the most important papers/artifacts be gathered and stored together.
- ii. Suggested we utilize safe in furnace room for storage. Fire dept. reps. felt safe would protect documents.

E. ACQUISITIONS

- i. Purchased two copies of all the Great Stone Face Books.
- ii. Purchased copies of the Isinglass and Flume Books for Young Adult Collection.
- iii. Purchased all Lady Bug books.
- iv. THESE LISTS ARE AVAILABLE ON TFL WEB PAGE UNDER READING LISTS LINK.
- v. Evaluated Reference Collection; looking to use Bennett Fund to purchase updated materials of importance.

F. COMPUTER SYSTEM/CIRCULATION SOFTWARE

- i. Upgraded the file server RAM to 2G. Numerous "suggested software fixes" were attempted first, but the system was still slow.
- ii. The computer purchased to act as the file server met the minimum requirements (512 mg). Since upgrading the server, no further difficulties have occurred.

- iii. Unsatisfactory service since Sagebrush (owner of InfoCentre) was bought out by Follett this summer. Tech support was unavailable for ten days; wait time is problematic.
- iv. Renewing glitch still exists, other problems as well. A lengthy list of problems has been emailed to Follett.
- v. Suggested she research other vendors/products at NELA conference in Oct.
- vi. Attempting to locate an adapter and a charging brick for a handheld inventory scanner found in attic.

G. GOALS FOR THE FALL

- Document – change in web address
- Document how to make changes to Web page
- Document how BLOG works
- Documentation for file server
- Documentation for back-up procedures
- Documentation for overdues
- Documentation for interlibrary loan
- Documentation for start-up procedures
- Documentation for closing procedures
- Documentation for cataloging
- Edit nonfiction collection
- Clean up material types
- Relocate reference, NH reference, NH circulating collection
- Move new books to display in NH Room
- Disaster Plan
- Document library history
- Figure out how to add links that connect to our catalog
- Explore a “20-something” online book discussion group
- Employee evaluations

H. OTHER BUSINESS

- i. Lynn will speak to Chief Gilbert about placing a second BOOKFEST sign in front of the Henniker Fire & Safety Building.
- ii. Tucker Free Library's street number will be changed to 31 Western Ave. due to the Town renumbering streets. A hearing will take place on September 26, 2006.
- iii. The director's annual performance evaluation is due in Oct.
- iv. Lynn is running for treasurer of the NH Library Association.

10. The next meeting: Tuesday, October 17, 2006 at 7:00 p.m.

Meeting adjourned at 9:25 p.m.

Respectfully submitted by:



Christine Putnam Anderson

CPA 9/12/06

~~DRAFT~~ of Tucker Free Library Minutes

June 13, 2006

7:00 p.m.

Present: Walter Robinson, Christine Anderson, Patti Osgood, Lynn Piotrowicz (library director), absent Terry Simkin and Wayne Colby. CPA 9/12/06

1. Minutes of May 23, 2006: Walter moved to accept as corrected; Patti seconded. All approved, (3-0).
2. Public Forum: No members of the public were present.
3. Treasurer's Report was not presented, as Wayne was absent.
4. Director's Report:
 - A. Building/Property:
 1. Lynn researched the purchase of two AC units for the E/J room to meet the 14,000 BTU cooling requirements of the area.
 2. Lynn researched the purchase of a dehumidifier for the Meeting room.
 3. Harding tested/inspected the AC system, made piping modifications, and it is working properly.
 4. Lynn ordered the book drop, \$2,170 delivered. Several contractors were called for estimates to install the book drop on a concrete pad, paint exterior door/portico/ramp railings, and repair/paint trim of foundation windows. Only one contractor responded -- Irish Burnette provided separate estimates for each project: \$750 for book drop installation; \$510 to paint door/jams/portico/railings; \$875 to repair/paint trim of foundation windows trim. Lynn will request references.
 - B. Collection Maintenance:

Staff is completing the database cleanup of the E room.
 - C. Other issues:
 1. Summer Reading Club to kick off with outside party on 6/20 from 12:15-2:15 p.m. "DJ Dave" Martinez has been hired by the Friends to provide music; White Mountain Kettle Corn (donated by Leo Dube) and beverages will be served. Lynn informed the PD and Peter Flynn of the party. Lynn will put party info. in the HCS newsletter and contact other local print media.
 2. Peter Flynn has yet to respond about the property insurance coverage question for the building.
 3. John Margeson has been called several times about the granite retaining wall hit by a town snowplow. He has not returned calls.
 4. Fifteen hrs/wk position has been advertised in local newspapers and on web page. Application deadline is 6/16; interviews will be conducted the week of 6/19; start date is 6/26 or 7/3.
 5. TFL will be a job site coach for Mark Gage from John Stark. He will work two hrs/wk and the morning of the summer reading party.

6. PD has been made aware of skateboarding issues around library; they are patrolling the area and suggested the option of putting up "No Skateboarding," "No Loitering" signage to deter skateboarders.
 7. It was noted since Dec. '05, 90 new patrons have joined the library.
 8. Jen Astholz resigned as Story time Coordinator. A replacement is needed. Jen Astholz and Jody Whelton will lead a monthly home school book discussion group.
 9. Patience Jackson report has not been finalized.
 10. Patti suggested the board hold a planning session over summer months for discussion of ideas, e.g. TFL's open/close schedule, issues in #11, etc.
 11. Lynn would like to conduct a formal inventory of the building and contents to develop a spreadsheet prioritizing the physical inventory as an integral part of an overall disaster plan. The need for discussion and study of how TFL should plan for and function in a pandemic situation with regard to health/safety of staff and the spread of disease, etc., was addressed. The formation of a subcommittee consisting of member(s) of the Board of Trustees and staff to deal with these issues was discussed.
- D. No monies were received since the last meeting.
E. Next meeting: September 12, 2006, at 7 p.m.
- Meeting adjourned at 8:20 p.m.

Respectfully submitted by:



Christine Anderson

Tucker Free Library Minutes

May 23, 2006

7:00 p.m.

Present: Terry Simkin, Christine Anderson, Walter Robinson, Patti Osgood, Lynn Piotrowicz (library director), and Wayne Colby.

1. Minutes of April 18, 2006: Wayne moved, Patti seconded to accept the minutes as correct. All approved, (5-0).
2. Public Forum: No members of the public present. Public forum closed.
3. Treasurer's Report presented by Wayne.
 - a. \$3040.15 will be taken from the expendable trust fund to pay for the furnace repair. Patti moved, Terry seconded. All approved, (5-0).
 - b. Receipt of the first \$219.24 bi-annual wastewater treatment bill from the Town.
4. Director's Report:
 - A. Web page CPA paid by the Friends, \$145 (including the start-up cost). The approved minutes will be posted on the Web page. web page CPA
 - B. Upgraded InfoCentre is running smoothly. Press-releases have been sent to all area newspapers.
 - C. Historical Society returned artifacts deemed to have no value for their collection. The stage curtain, Sherman donation, and a box of miscellaneous papers were sent to the HHS for evaluation.
 - D. Building/Property:
 - a. The air conditioner in the E/J room must be replaced. It is too small for the area.
 - b. The 1990 dehumidifier in the Meeting room must be replaced as it is not energy efficient.
 - c. Harding is going to test the AC/heating system.
 - d. Exterior back door/portico/ramp railings require painting.
 - e. Lynn will order book drop. She is researching contractors to pour the pad, anchor, and install the book drop.
 - f. Lynn will investigate kindergarten room for signs of water from heavy rains.
 - g. Lynn called John Margeson to fix the granite wall that was hit by town snowplow.
 - E. Collection Maintenance: Staff finished weeding the E room and is completing the database cleanup.
 - F. Other issues:
 - a. Aubrey Myers resigned effective 5/31. Mary McFall was hired to fill the eight-hour position. Amelia Perron was hired for the summer and will begin 15 hrs/wk the week of June 12th.
 - b. 15 hrs/wk position is posted at TFL, post office, and will be advertised in local newspapers/advertisers.
 - c. According to RSA 281-A:64 that a Joint Loss Management (JLM) Committee comprised of equal members of management and employees

must be established, Lori Roukey and Betty Rood have formed a JLM Committee and are working on procedures; staff has been informed of such.

- d. Russ Roy is conducting an inventory of town assets and would like to audit/inventory TFL for that purpose and has permission to do so.
- e. The trustees have requested that Lynn contact Peter Flynn to ascertain the property insurance coverage for the building.
- f. The Summer Reading Program is set for: 6/21, 6/28, 7/05, and 7/12 from 10:30 a.m. to 11:30 a.m. The books are in; the readers are scheduled. The party will be on 7/17 at 11 a.m., featuring Wildlife Encounters, Living Treasures.
- g. Lynn has ordered and received the books on the Henniker Community School's Summer Reading Lists.

G. No monies were received since the last meeting.

CPA H E. Next meeting: June 13, 2006, at 7 p.m.

Respectfully submitted by:

Christine Anderson

Christine Anderson

Tucker Free Library Minutes

April 18, 2006

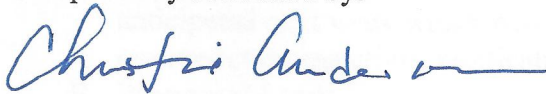
7:00 p.m.

Present: Wayne Colby, Patti Osgood, Christine Anderson, Walter Robinson, Lynn Piotrowicz (library director), and Terry Simkin.

1. Minutes of March 7, 2006: Terry moved, Patti seconded to accept the minutes as correct. All approved. (5-0).
2. Public Forum: No members of the public present. Public forum closed.
3. Election of officers: Chairman – Terry Simkin, nominated by Patti, Christine seconded, all accepted; Vice-Chair – Patti Osgood, nominated by Wayne, Patti seconded, all accepted; Treasurer – Wayne Colby, self-nominated, Terry seconded, all accepted; Secretary – Christine Anderson, self-nominated, Patti seconded, all accepted.
4. Treasurer's Report presented by Wayne. The town appropriation and capital reserve fund both passed at town meeting.
5. Director's Report:
 - A. Computer issues: Lynn and staff are designing website; upgrade for InfoCentre anticipated next week which will allow patrons online access to: status of materials, reserve/renew materials, notification of fines.
 - B. Permanent Loan:
 - a. Terry Knowles directed Tucker Free Library in re: handling of donated/historical items since Permanent Loan Agreement, to proceed as in the past but provide written notice to donor that it is TFL's prerogative to decide what will be done with item;
 - b. Receipt of notice from Henniker Historical Society of a list of items of no provenance, which they no longer want and will return.
 - C. Building: Final two old style Emergency Exit lights failed. Marc Aucoin will install new LED lights.
 - D. Collection Maintenance: moving forward, tour of Junior room given.
 - E. Patron Issues: Of the four patrons who had their privileges rescinded, one has moved out of state; another moved to Concord and a bench warrant has been issued; the third returned items; the fourth returned item and apologized.
 - F. Other issues:
 - a. Aubrey began working an additional 5 hours on Mondays during April and May. In June she will work additional 10 hours - Tues. and Weds., for a total of 23 hours/wk.
 - b. Denise Getts agreed to work Fridays through the summer to more evenly distribute staff.
 - c. New NEC work-study student has input all phone numbers that failed to migrate from old system to new system.
 - d. Paul Hanlon, the maintenance man, will be taking a four-week leave of absence, 5/2 – 5/30. Lynn and staff to cover maintenance when possible; other options for maintenance coverage are being explored.
 - e. Receipt of letter from Trustee of the Trusts, Laurie Grob, stating the NH attorney general has approved the Doon trust, and it is all set.

- f. Notification received from NH Dept. of Labor that a Joint Loss Management Committee comprised of equal members of management and employees must be established to help reduce the costs of workers' compensation insurance, based on RSA281-A:64.
- g. Discussion of new book drop placement option – on paved walkway to the entrance to the kindergarten room – was agreed upon; the drive-thru book drop option was rejected.
- h. Lynn asked if DVD/video overdue fines could be put toward purchase of new Jr./E DVDs and decorations; trustees said yes.
- i. Patron has inquired about establishing a trust.
- G. Money received; Terry moved to accept monies received; Patti seconded. All approved. (5-0). See attached.
- 6. Other business: Terry noted: Tuttle Library expansion publicity; NH Library Trustees Association fees have increased; Walter needs a policy manual; libraries in urban ghettos are thriving and confronted with many urban issues, such as providing safe haven.
- 7. Next meeting: May 23, 2006 at 7 p.m.

Respectfully submitted by:



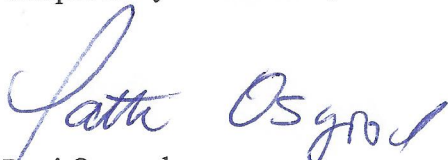
Christine Anderson

Tucker Free Library Minutes
March 7, 2006
7:00 p.m.

Present: Wayne Colby, Patti Osgood, Christine Anderson, Janet Higginson, Lynn Piotrowicz (library director). Terry Simkin, absent.

1. Minutes of Jan. 24, 2006: Patti moved, Wayne seconded to accept the minutes as corrected and initialed. All approve. (4-0).
2. Permanent Loan Agreement is now all set. We have rec'd notice of decision for a Petition for Deviation to Permit a Permanent Loan Agreement between the Tucker Free Library and The Henniker Historical Society by the Merrimack Probate Court. Disposition was granted by Judge Richard A. Hampe on Feb. 27, 2006.
3. Treasurer's Report presented by Wayne.
4. Director's Report.
 - a) Two new computers will be installed this week to replace those that crashed. Also WiFi to be installed this week as well. New printers at workstations saving staff time. Director is keeping equipment inventory of what technology still needs to be replaced in the future.
 - b) Furnace bill arrived. Final cost: \$3,040.15
 - c) Collection maintenance is going well. CD/cassette and fiction collection completed. Next step will be the non-fiction or J room.
 - d) Patron issues. Director had to revoke privileges of 4 patrons for not returning materials.
5. Money received. Wayne moved to accept monies rec'd. Janet seconded. All approved. (4-0). See attached.
6. Vote to go into non-public session: RSA: 91-A: 3, I, (a) at 7:52 p.m. with Library Director. Patti moved, Janet seconded, Patti (yes), Janet (yes), Wayne (yes), Christine (yes). Discussed personnel and staffing issues. Came out of non-public session at 7:58 p.m.
7. Farewell to Janet. Board sadly accepted this as Janet's last meeting after 18 years of caring, dedicated public service as a Library Trustee.
8. Next meeting is April 18, 2006 at 7 p.m.

Respectfully submitted by:



Patti Osgood

Minutes
Tucker Free Library
Jan 24, 2006

Present: Wayne Colby, Christine Anderson, Janet Higginson, Patti Osgood, Terry Simkin, Lynn Piotrowicz (library director), Laurie Grob (Trustee of the Trust Funds)

1. Minutes of 12-13-05 approved. Terry moved, Christine seconded; motion passed 5-0
2. Doon Fund: Since no correspondence has been received from the Doon family in reply to our letter of Sept 27, 2005, the money in the trust fund will be used to acquire books related to naval history, NH civics, and NH natural history. This is how the trust money has been used in the past and is how it will continue to be used in the future. It is assumed that the wishes of the family in respect to the trust fund are being fulfilled.
3. Budget was discussed and final numbers will be sent to the town for printing in the town report.
4. Building issues: Marc Aucoin installed 2 programmable thermostats.
5. Treasurer's report was presented by Wayne.
6. Director's report:
 - a. Lynn will be out of town on vacation Feb 16-23. Lori Roukey will be in charge during that time.
 - b. Monies accepted (see attached list) Patti moved, Terry seconded; motion passed 5-0.
- 8.7 Voted to go into Non-public session at 8:25 p.m. in accordance with RSA:91-A:3,II(a) with library director. Terry moved, Janet seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Personnel issues discussed. Out of non-public session at 8:36 p.m. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes).
- 9.8 Voted to go into Non-public session at 8:37 p.m. in accordance with RSA:91-A:3,II(c) with library director. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes). Vendor issues discussed. Out of non-public session at 8:45 p.m. Janet moved, Terry seconded, Patti (yes), Janet (yes), Wayne (yes), Terry (yes), Christine (yes).

Meeting adjourned 8:46 pm.
Next meeting March 7

Janet Higginson