

Tucker Free Library Minutes

December 4, 2007

7:00 PM

Present: Terry Simkin, Pauline Simkin, Jean Colby, Christine Anderson, Patti Osgood, Lynn Piotrowicz (library director).

1. Minutes of November 6, 2007: Terry moved to accept as submitted, Jean seconded, all approved. 5-0.
2. Public Forum: No members of the public were present.
3. Treasurer's Report. Presented by Jean.
4. Director's Report. Need to fill 8-hour position that is now vacant. Town Meeting is March 15, 2008 from 1-6 p.m. Budget Committee meeting is January 10, 2008 at 6:30 p.m. Terry moved to accept monies received (see attached). Patti seconded. All approved, 5-0
5. Willis Cogswell Trust. No action.
6. Hours of operation discussed at length. Proposed new Library hours (for consistency): Closed Sunday and Monday; open 10 a.m. to 8 pm. Tuesday and Wednesday; open Thursday and Friday 10 a.m. to 5 p.m.; and 10 a.m. to 1 p.m. on Saturday. Pauline moved to vote to change library hours as proposed. Seconded by Jean, all approved (5-0).
7. ILS, Lynn recommends that we continue using InfoCentre until it doesn't work anymore and to continue adding money to the established fund for a new circulation package for automated system.
8. Warrant articles. Patti moved to accept warrant articles as written (see attached). Pauline seconded. All approve. 5-0.
9. Other business. Harding completed work on heating system upstairs and ventilation system. Patti moved to submit bills from Harding Plumbing to the Trustees of the Trust Fund for payment from the Expendable Trust Fund. Christine seconds. All approve (5-0).
10. Vote to go into non-public session: RSA: 91-A: 3, II (a) at 8:36 p.m. without Library Director. Terry moved, Christine seconded, Patti (yes), Christine (yes), Pauline (yes), Terry (yes). Discussed personnel issues. Came out of non-public session at 8:51 p.m.
11. Christine moves to seal the non-public session. Jean seconds, Patti (yes), Christine (yes), Pauline (yes), Terry (yes), Jean (yes).

Terry moves to change the appropriation in warrant article to \$165,333 (one hundred sixty five thousand three hundred thirty-three dollars) Jean seconds, Terry (yes), Jean (yes), Pauline (yes), Christine (yes), Patti (yes).

**Next Meeting Tuesday, January 22, 2008 at 7 PM.**

Meeting concluded at 9:17 p.m.

Respectfully submitted by:

  
Patti N. Osgood

Tucker Free Library Minutes

November 6, 2007

7:00 p.m.

CPA Present: Terry Simkin, Pauline Simkin, Jean Colby, Christine Anderson, Lynn Pitrowicz (library director); Absent: Patti Osgood.

1. **Minutes of October 11, 2007:** Jean moved to accept as amended, Pauline seconded, all approved, 4-0.
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean. Lynn brought to Board's attention that a warrant article must be drawn up, asking for Town's permission to use interest earned from Town appropriation monies (approximately \$160).
4. **Director's Report:** Morgan's Signs is making a plaque for Walter Robinson collection and a new Hours Open sign for back of building. Press release for Walter Robinson program on 11/14 has been submitted to local newspapers, as well as Patti's contacts. Update on Walter Robinson Reception plans. Working on releases to increase visibility in community, which Lynn is using to prepare town report. Lynn is very pleased with Starlight Cleaning's work so far. Holiday Hours: closed Mon., Nov. 12<sup>th</sup>; closing at 5 p.m. Wed., Nov. 21, before Thanksgiving, closed Thanksgiving and Fri., Nov. 23<sup>rd</sup>; Town employees will vote on taking off Dec. 24 or Dec 26; closing at 3 p.m. on Dec. 31<sup>st</sup>. Employee evaluations are starting this month; Lynn's evaluation form given to trustees to complete for next meeting. Energy Recovery Unit was installed in Kindergarten Rm. last week. *CPA vote for*
5. **Willis Cogswell Trust:** In a letter TDBanknorth's Brenda Deschenes reports she is trying to work out the details on the Trust with Terry Knowles. Lynn will contact Brenda to find out exactly what the \$13,597.70 mentioned, represents.
6. **Hours of Operation:** Discussed and action was tabled until next meeting.
7. **Capital Improvement Proposal:** Lynn and Terry went to CIP meeting; board reviewed CIP form and discussed figures. Lynn to provide packet of architectural companies she has researched that have done construction/additions to similar libraries. Lynn to research process of forming a building committee.
8. **Budget Process:** On 11/03 Lynn presented budget at 1st budget hearing.
9. **Other Business:** Kathy Patenaude asked Pauline if TFL still has metal folding chairs and why they weren't used at Friends gathering.

Next meeting Dec. 4, 2007, at 7 p.m.

Meeting concluded at 8:45 p.m.

Respectfully submitted by:

Christine Putnam Anderson

*Christine Putnam Anderson*

Tucker Free Library Minutes

October 11, 2007

7:00 PM

Present: Terry Simkin, Pauline Simkin, Jean Colby, Christine Anderson, Patti Osgood, Lynn Piotrowicz (library director).

1. Minutes of September 11, 2007: Jean moved to accept as submitted, Patti seconded, all approved. 5-0.

2. Public Forum: No members of the public were present.

CPA 34. Treasurer's Report. Presented by Jean.

CPA 5. Director's Report. Circulation, new patrons and Internet use all continue to grow. Also growth in use of downloadable audio books which is funded (\$500 annual fee) by the Friends of the Tucker Free Library. Pre-school program also continues to grow with 25-27 participants weekly. Walter Robinson collection is being readied for the reception. Friends Bookfest was best ever, \$2756 raised. Still searching for an independent cleaning person. Lynn recommends going with Starlight Cleaning in conjunction with the Town. Five to 10 year capital improvement plan for the Library needs to be presented to the Town. Terry and Lynn will attend the October meeting. "Celebrate Forty Years of Friends, Friends of the Tucker Free Library" event will be held October 24 at 7 p.m. at the library.

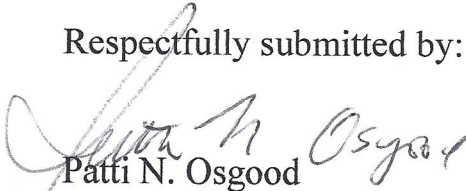
CPA 56. Budget Process. Oct. 29, preliminary budget due to Town Manager; Nov. 3, first Budget Hearing; Jan 10, 2008, Budget Committee Review. Trustees discussed preliminary budget and possible change in library days/hours for consistent service hours.

CPA 67. Other business. Discussed new library parking spaces and signs.

Next Meeting: Tuesday, November 6, 2007 at 7 PM.

Meeting concluded at 9:10 p.m.

Respectfully submitted by:

  
Patti N. Osgood

## Tucker Free Library Minutes

September 11, 2007

7:15 PM

Present: Jean Colby, Patti Osgood, Christine Anderson, Lynn Piotrowicz (library director). Absent: Pauline Simkin, Terry Simkin.

1. Minutes of June 26, 2007: Christine moved to accept as submitted, Patti seconded. All approved, (3-0).
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Prepared and presented by Jean.
4. Money received: Jean moved to accept, Christine seconded. All approved, (3-0). See attached.
5. Willis Cogswell Trust Fund: The board discussed the options available to it in managing the Trust:
  1. TDBanknorth's proposal to convert the Trust to a unitrust;
  2. Leaving the Trust unchanged, as is, with TDBanknorth;
  3. Having the Board assume management of the Trust.Patti moved that the board accept TDBanknorth's 3/12/07 proposal to convert the Willis Cogswell Trust to a unitrust; Jean seconded. All approved, (3-0).
6. Walter Robinson Donation: Lynn has created a Classics Corner adjacent to the side door to hold the classics collection begun from Walter's donation to TFL and other donations made in Walter's memory. Lynn will continue to purchase classics as money becomes available.
7. Director's Report: (A) Review of reappraisal report. (B) Friends Reception will be Oct. 24, 2007 at 7 PM. (C) The Robinson Reception will be Nov. 14, 2007 at 7 PM. (D) Tentative dates for board meetings set – 11/06/07 & 12/04/07. (E) Summary of Summer Programs: (i) 134 kids read 2,000 books. Wed. AM story hour was poorly attended, but other activities were very successful. (ii) Suggested looking into new summer programs for teens in afternoons/evenings. (F) Fall Programs: (i) Preschool Activity Program started 9/11 with 13 kids, ten moms in attendance. (ii) BOOKFEST will be 10/06; donations will be accepted only until 10/01; \$8/space for flea market; there will be a bake sale, but no plant sale. (G) Budget: (i) Lynn made a list of building needs: carpets cleaned, new carpet runners; Board asked Lynn to look into a solution for fraying carpet in NH room. (ii) Looked at TFL hours – changing/adding/staffing. (iii) Technology Update/Proposal: All old Acer CPU's have been replaced. Only three old monitors still need to be replaced. Purchased two administrative support computers/monitors loaded with XP Professional. Discussed ways to add more Internet use computers. Patti will call Charlie McKenzie about building two double-sided computer desks to serve two computers each, to go in the NH Room. (iv) Collection issues: the board suggested weeding the cassettes from the audio book collection.
8. Other Business: Lynn will post upcoming events in the Granite State Libraries Newsletter. PTA will not be allowed to use the front lawn for their plant sale, in accordance with TFL practice of not having outside groups use property for fundraising, sales, etc.
9. Vote to go into non-public session: RSA: 91-A:3, II(a) at 8:57 PM with Library Director. Jean moved, Christine seconded, Patti (yes), Jean (yes), Christine (yes). Discussed personnel issues. Vote to come out of non-public session at 9:02 PM; Patti moved, Jean seconded, Patti (yes), Jean (yes), Christine (yes).

Meeting ended at 9:03 PM

Next meeting: Thursday, October 11, 2007 at 7 PM

Respectfully submitted by:

Christine Putnam Anderson

*Christine Putnam Anderson*

## Tucker Free Library Minutes

June 26, 2007

7:00 PM

Present: Terry Simkin, Pauline Simkin, Christine Anderson, Patti Osgood, Lynn Piotrowicz (library director). Absent Jean Colby.

1. Minutes of May 15, 2007: Patti moved to accept as submitted, Terry seconded, all approved. 4-0.
2. Public Forum: No members of the public were present.
3. Treasurer's Report. Prepared and submitted prior to meeting by Jean.
4. Money received. Christine moved to accept monies rec'd. Pauline seconded. All approved. (4-0). See attached.
5. Cogswell Trust Fund. Still waiting for opinion from Terry Knowles on how to proceed.
6. Robinson donation discussed. Will purchase books and create a classics section in memory of Walter Robinson with Walter's generous donation to the Library. Trustees will honor Walter by purchasing a one-year subscription to the NY Times Book Review in his memory.
7. Director's Report. No update rec'd yet from Local Government Center on appraisal. Harding Plumbing and Heating looked at K Room and Scott Osgood's report and proposed a two pronged approach dealing with humidity and heat. Harding recommends purchasing and installing an ERV (Energy Recovery Ventilator--\$2500) and heating the room in the winter by going off the boiler (\$2500). Terry moved to accept the Harding proposal following Scott Osgood's positive review, Christine seconded. All approved. (4-0). Friends of the Tucker Free—Betty working on recognition project, summer programs going well. Discussed planning an event around the Robinson classics section instead of open house. Programs-- Summer reading program underway, will participate in the Fisher Cat reading program, request for Library as site for a knitting class denied as other venues would be more appropriate.
8. Other Business. Old lights in J Room should be capped for electrical/fire safety reasons. Computer back up system purchased and in use.
9. Other Business. Christine is working on the Friends thank you letter. Joe Hurka reading at Library this week.
10. Vote to go into non-public session: RSA: 91-A: 3, II (a) at 8:05 p.m. with Library Director. Terry moved, Christine seconded, Patti (yes), Christine (yes), Pauline (yes), Terry (yes). Discussed personnel issues. Came out of non-public session at 8:06 p.m.

Next Meeting Tuesday, September 11, 2007 at 7 PM.

Meeting concluded at 8:10 p.m.

Respectfully submitted by:

  
Patti N. Osgood

## Tucker Free Library Minutes

May 15, 2007

7:00 p.m.

Present: Terry Simkin, Pauline Simkin, Jean Colby, Patti Osgood, Christine Anderson, Lynn Piotrowicz (library director).

1. Lynn gave a tour of the building until 7:40 p.m.
2. **Minutes of April 17, 2007:** Patti moved to accept as amended, Christine seconded, all approved, 5-0.
3. Public Forum: No members of the public were present.
4. **Cogswell Trust Fund:** In response to Terry's certified letter, Banknorth's Brenda Deschene sent an e-mail stating that she will speak to her investment staff and get back to us.
5. **Treasurer's Report:** Presented by Jean.
6. **Monies to be Accepted:** Terry moved to accept as presented, Jean seconded, all approved, 5-0.
7. **Director's Report:** Staff has been assessing the condition of the materials stored in attic with the goal of eliminating the "Storage" collection. Lynn will build a new classics collection. For summer staffing, Lynn explained that existing staff and Amelia Perron will take on additional hours. Lynn reported on the meeting with the Friends about the book sale logistics/poster and the Summer Programming plans. An acknowledgment of the trustees' appreciation of the Friends' longtime support was discussed. Lynn described the new Tumbleweeds Book program and the Summer Reading page added to the Web page. 2007-2008 Great Stone Face books have arrived; Lynn also ordered multiple copies of the new *Harry Potter*. There will be no capping of fines for overdue videos. The overdue process was reviewed in light of the Dudley Tucker Library incident.
8. **Other Business:** Scott Osgood's analysis and steps for remediation of the moisture and ventilation issues in the K-room were discussed, and Patti will ask Scott for a list of references to do the ventilation and flooring work.

Next Meeting: Tuesday, June 26, 2007 at 7 p.m.

Meeting concluded at 8:40 p.m.

Respectfully submitted by:



Christine Putnam Anderson

## Tucker Free Library Minutes

April 17, 2007

7:00 PM

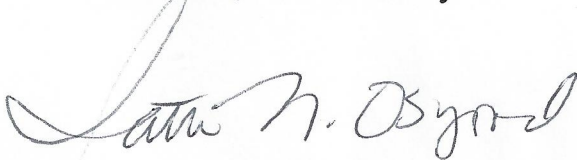
Present: Terry Simkin, Pauline Simkin, Christine Anderson, Jean Colby, Patti Osgood, Lynn Piotrowicz (library director).

1. Minutes of March 20, 2007: Patti moved to accept as submitted, Pauline seconded, all approved. 5-0.
2. Public Forum: No members of the public were present.
3. Cogswell Trust Fund. Terry will send another letter to TD Banknorth asking for further details of a Unitrust. Still waiting for opinion from Terry Knowles on how to proceed.
4. Treasurer's Report. Presented by Jean.
5. Director's Report. Terry moved to accept monies received (see attached). Patti seconded. All approved, 5-0. Lynn distributed an emergency call list of employees and trustees. Senior transportation with White Birch to get underway soon. Excess equipment disposed of. Lynn will continue to shop for a replacement for the hard drive that was returned. Lynn and staff continue summer program planning. Summer Bash will be held on Friday, June 15 at 2:45 pm. Circulation is booming and Lynn expects that trend to continue.
6. Other Business. Moisture continues to be a problem in the Kindergarten Room. Christine and Patti to ask their respective spouses if they can suggest any resources for clean up of room. Betty returning next week with reduced hours to start. Lynn to attend the May Henniker PTA meeting to talk about summer programs. Amelia Perron will return for summer hours. Lynn looking at budget to see if we might add additional personnel hours for summer.

Next Meeting: Tuesday, May 15, 2007 at 7 PM.

Meeting concluded at 8 p.m.

Respectfully submitted by:



Patti N. Osgood

## Tucker Free Library Minutes

March 20, 2007

7:08 p.m.

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

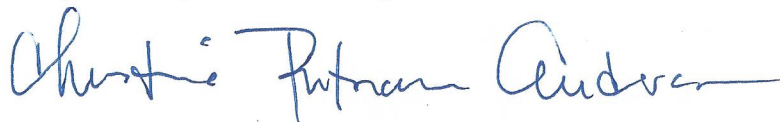
Wayne relinquished TFL treasurer files to the board and left at 7:07 p.m.

1. **Minutes of February 20, 2007:** Christine moved to accept as submitted, Terry seconded, all approved, 5-0.
2. **Public Forum:** No members of the public were present.
3. **Election of officers:** Patti nominated Jean for treasurer, Christine seconded, all approved, 5-0; Patti nominated Terry as chair, Pauline seconded, all approved, 5-0; Pauline nominated Patti and Christine as co-secretaries, Jean seconded, all approved, 5-0; Terry nominated Pauline as Vice Chair, Patti seconded, all approved, 5-0.
4. **Treasurer's Report:** Presented by Jean.
5. **Monies to be Accepted:** Terry moved to accept as presented, Christine seconded, all approved, 5-0. See attached.
6. **Director's Report:** Lynn's vacation and coverage info given. Marisa Kenerson of the LGC reports a reappraisal of TFL will be scheduled in better weather. Senior transportation to TFL on Tuesday afternoons to begin 2<sup>nd</sup> week of April. Plans for a book discussion group at White Birch are being made. Lynn will assist them. Two new HPs with Windows XP were purchased to replace remaining ACERs, as well as three flat screen monitors. Lynn will check with transfer station about disposal of old equipment. A 500GB hard drive and Norton Ghost 10 were purchased to back-up entire system. Terry Simkin will help set up. Lynn is working on collection development; added Lady Bug Books; used Scott Berry money to build the DIY home area; added a number of new cookbooks to the nonfiction collection.
7. **Willis Cogswell Trust:** Lynn will research unitrusts and will contact LGC for clarification. Terry will call Brenda Deschenes at Citizen's Bank for an explanation of a unitrust and the ramifications of the proposed conversion and will call Laurie Grob for figures from both banks for comparison.
8. **Other Business:** None.

Next Meeting: Tuesday, April 17, 2007 at 7 p.m.

Meeting concluded at 8 p.m.

Respectfully submitted by:



Christine Putnam Anderson



## Tucker Free Library Minutes

February 20, 2007

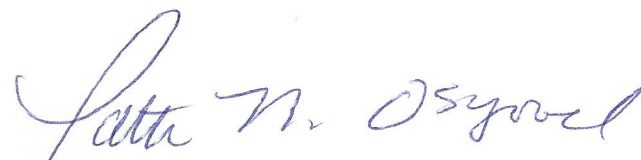
7:00 PM

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

1. Minutes of January 23, 2007: Terry moved to accept as amended, Wayne seconded, all approved. 3-0.
2. Terry reports sending letter to Walter officially accepting his resignation.
3. Cogswell Trust. Letter has been sent to TD Banknorth with a March 16, 2007 respond date.
4. Treasurer's Report. Presented by Wayne. After reviewing end of year statement, Terry moves to reduce appropriation request by \$5,000, Wayne seconded, all approved. 3-0.
5. Director's Report. Jim Doremus (White Birch) met with Lynn about her idea to offer senior transport to the library at a scheduled time. He liked the idea and will consult with his Board and get back to Lynn. Lynn also to investigate adding more large print books to collection. NH Downloadable books not compatible with INFOCENTER, so cannot use. Collection maintenance is complete. In the area of disaster planning, all critical material has been moved into the safe and new locks have been added to windows and the door to office. Also added a new locked file cabinet. Summer Reading program has been planned along with end of school party (June 15) and end of summer reading program wrap up with Wildlife Encounters.
6. Local Government Center Appraisal. Our square footage number (8,949) does not match one shown on their appraisal (6,660). Lynn will call to get clarification.
7. Vote to go into non-public session: RSA 91-A: 3-II (a) at 7:58 PM with library director: Terry moved, Wayne seconded, Terry (yes), Wayne (yes), Patti (yes). Personnel issues discussed. The Board came out of non-public session at 8:07 PM. Wayne moved, Terry seconded, Wayne (yes), Terry (yes), Patti (yes).

Next Meeting: Tuesday, March 20, 2007 at 7 PM.

Respectfully submitted by:



Patti N. Osgood

Tucker Free Library Minutes

January 23, 2007

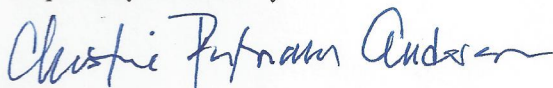
7:05 p.m.

Present: Patti Osgood, Wayne Colby, Terry Simkin, Christine Anderson, Lynn Piotrowicz (library director); Trustees of the Trust: Laurie Grob, Ron Taylor; Attorney Terry Knowles, Registrar of Charitable Trusts, AG's office; absent: Walter Robinson.

- pm could*
- Cogswell Trust:** Terry S. gave a synopsis about TD Banknorth's management of the trust, their response to his past and recent inquiries about fees, etc., and the board's desire to improve the earnings of the trust, based on the information gathered by Laurie Grob and the performance of the town trusts. Ms. Knowles outlined the legal process of changing trustees named on a trust. She explained that if the current trustee refuses to resign as trustee, the board ~~would~~ petition probate court to remove them. She outlined the pros and cons and the applying regulations of different options of management of the trust by: the board / financial institution / trustees. If the board so votes, Terry S. will draft a letter of intent to Banknorth and will send it to Ms. Knowles before sending it to Banknorth. The board thanked Ms. Knowles for her assistance and she left at 7:35 p.m. There was a brief discussion with Ron Taylor and Laurie Grob. The board thanked them for their assistance and they left at 7:40 p.m. Wayne moved to ask TD Banknorth to resign as trustee of the Willis Cogswell Trust to forestall having to petition the court to remove them as trustee. Terry seconded; all approved, 4-0.
  - Minutes of December 12, 2006:** Terry moved to accept as amended, Patti seconded, all approved, 4-0.
  - Public Forum:** No members of the public were present.
  - Treasurer's Report:** Presented by Wayne.
  - Monies to be Accepted:** Terry moved to accept as presented, Patti seconded, all approved, 4-0. (See Attached)
  - Director's Report:** (A) Building Concerns: (i) Building security options were discussed. The board agreed that Lynn should proceed with the following: installation of keyed sash locks on nine windows in E-Room; installation of window alarms on five windows in J-Room; installation of door & lock between her office and the processing area and lock on existing door to office; purchase of locking file cabinet. (ii) Plumbing repairs were made to public and staff toilets by Irish Burnett. (iii) Lighting - Marc Aucoin replaced expired fluorescent bulbs and five ballasts, researched replacements for yellowed covers, costs and labor. (iv) Attic Windows - Irish Burnett is getting a quote from Henniker Glass for double paned glass. Scott Osgood said insulating the ceiling would reduce the heat loss, and it would be most beneficial to close off the landing at the top of the stairs. Action for attic heat loss issue is on hold. (B) Collection Maintenance: (i) Staff members are finishing the final cleanups of database. (ii) Inventory of the collection, final phase of database cleanup, will begin in Feb. The goal is to compare what is in the database with what is available for circulation. (C) Patron Services: (i) Henniker Town employees have asked for library cards. The board agreed that they could be issued cards. (ii) TFL will begin collecting new addresses of patrons. (iii) E Mail notification of overdues/ available holds/ fines due was discussed, and it was determined that notification must be consistent with current notification policies and procedures. (iv) Lynn will research long distance calling plans. (D) Statistics: 2006: Circulation - 27, 301; New Patrons - 213; Internet Use - 1,100. Jan. 1/1 - 1/17, '07: Circulation - 1080; New Patrons - 220; Internet Use - 37. (E) Staffing: Paul Hanlon submitted his resignation effective 1/20/07. Staff is vacuuming in the meantime. Lynn is advertising in local papers. Position details: 8 hrs/wk, starting wage is \$9.00/hr.
  - Other Business:** Marissa Kennerson of NH Local Government Center stated they will not do another appraisal. They feel we are correctly valued and have promised to cover everything for replacement in a catastrophic event. She suggested we discuss our concerns with Peter Flynn. Lynn will check into getting another appraisal for square footage replacement and will put the appraisal issue on the agenda for next month.
  - Vote to go into nonpublic session: RSA 91-A:3-II(a)** at 8:45 p.m. with the library director: Terry moved, Wayne seconded, Terry (yes), Wayne (yes), Patti (yes), Christine (yes). Staffing issues were discussed. **RSA 91-A:3-II(c)** at 8:55 p.m. with the library director. Board member issues were discussed. The board came out of nonpublic session at 9:12 p.m. Christine moved, Wayne seconded, Terry (yes), Patti (yes), Christine (yes), Wayne (yes). The board received a letter from Walter Robinson regarding his intention to resign. The board is deferring action pending communication with Walter Robinson.

Next meeting: Tuesday, February 20, 2007 at 7 p.m.

Respectfully submitted by



Christine Putnam Anderson