

Tucker Free Library Minutes

November 18, 2008

7:00 PM

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

1. Minutes of October 21, 2008: Christine moved to accept as amended, Patti 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: (a) The Finlay Foundation Challenge Awards will be presented Dec. 17th. From 11/1/07 to 10/31/08, 414 new patrons have registered, for a total of 3070 patrons, a 17% increase. Lynn has submitted the challenge paperwork. (b) Lynn signed contract with PSNH Smart Start for two lights that are not included in the parameters of the retrofitting. PSNH Smart Start will be contacting us once the installation schedule for all Town buildings is established. (c) The new insulation is keeping the library warmer while the heat is running less often. (d) The Meeting Room has been cleaned out and amenities added to provide staff with a private and more suitable lunch room/break area. (e) Several resume, cover letter, and job hunting books have been added to the collection. (f) Lynn is preparing employee reviews. (g) Lynn has started the Annual Review for the Town Report. (h) Holiday Hours: Dec. 24 – Close at 3PM; Dec. 25, 26 – Closed; Dec. 27 – Open; Dec. 31 – Close at 3 PM; Jan. 1 – Closed; Jan. 2 – Open.
5. 2009 Preliminary Budget: Reviewed and discussed.
6. Library Photo Policy: Tabled to a future date.
7. Director's Evaluation: Trustees will meet on Jan. 20th at 6:30 PM in a nonpublic session to collaborate on the director's evaluation.
8. Other Business: None.

Meeting Ended at 8:35 PM

Next Meeting is January 20, 2009 at 7 PM.

Respectfully submitted by:



Christine Anderson

Tucker Free Library Minutes

October 21, 2008

7:00 PM

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

Absent: Jean Colby

1. Minutes of September 23, 2008: Terry moved to accept, Patti seconded. Approved (4-0),
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Lynn presented documents prepared by Jean.
4. Money Received: Chris moved to accept. Terry seconded. Approved 4-0 See attached. Further discussion next meeting regarding permanent fund for Walter K. Robinson.
5. Director's Report: Library data base successfully transferred to the State Library. Anticipating an increase in inner library loans. Friends of the Library recommended to pursue 501c3. Discussed possibility of putting downloadable books in annual budget.
6. Library Photo Policy: Library Photo Policy discussion to be continued at the next meeting.
7. Library Circulation Package Update: Reviewed possible use of Insignia Software as an alternative for stack data base software.
8. 2009 Preliminary Budget: Reviewed and discussed.
9. Other Business : Discussed possible revision of Director Evaluation Form .

Next meeting November 18, 2008 , 7:00 PM ,

Meeting ended at 8:50 PM ,

Respectively submitted:

Pauline Mortimer-Simkin

Pauline Mortimer-Simkin

Tucker Free Library Minutes

September 23, 2008

7:00 PM

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

1. Minutes of July 30, 2008: Jean moved to accept as amended, Terry seconded, all approved, 5-0.
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Presented by Jean.
4. Money Received: Christine moved to accept, Patti seconded, all approved, 5-0. See attached.
5. Recent Donations: A. Henniker Rotary Club has made a donation and request to establish a permanent fund named the Walter K. Robinson Classics Fund. Jean will speak to Sue Pennock of the Henniker Rotary Club for clarification. B. Discussed documents enclosed in a letter sent by Attorney Rob Howard regarding the estate of a former patron. C. Discussed Terry Knowles' email response, citing RSA 202-A:4-c Trustees' Authority to Accept and Expend Gifts, in response to Lynn's questions regarding procedure in receipt of stipulated or unusual donations.
6. Director's Report: Programming – Author Susan Nagelsen will be here Wed., Oct. 1st at 6:30 pm. Meg Carson will discuss her documentary on Vietnam Nurses Wed., Nov. 12th at 6:45 pm. Events – BOOKFEST is Sat., Oct., 11th; NEC Men's Lacrosse team is helping to move books Thursday before sale. Lynn is going to NELA Conference in Manchester for Monday, Oct., 20th sessions. Work Done – Building Insulation Job completed Sept. 9th. Attic clean-up after insulation job, Lynn sorted and organized stored contents.
7. Possible 2009 Projects (as part of 2009 Preliminary Budget): Discussed the following: Painting trim, upper windows, front arch, and trim around building. Lynn's research contained in "Planning for Increased Energy Costs for TFL," including getting quotes to weather strip and caulk east and west windows, as well as pricing of insulated shades to make windows more energy efficient. Electrical outlet concerns for fan use and patrons' laptop plug-in needs. Participating in PSNH Smart Program to retrofit light fixtures with more efficient bulbs and payment plans. Lynn will contact PSNH to address Patti's concerns about bulbs containing mercury and their disposal. Renovation of kitchen to provide space for table/chairs for staff lunches. 2009 Preliminary Budget: Discussed the following: The proposed addition of another budget line item called "Building Improvements" in addition to "General Maintenance." Timeframes for presentation to Selectmen.
8. Other Business: Two NEC work-study students are working on Saturdays. CPA

Next meeting: Tuesday, October 21, 2008 at 7PM.

Meeting ended at 8:33 PM.

Respectfully submitted by:

Christine Putnam Anderson

Christine Putnam Anderson

Tucker Free Library Minutes

July 30, 2008

2:06 PM

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

1. Minutes of June 24, 2008: Patti moved to accept, Jean seconded. Approved (5-0)
2. Public Forum: No members of the public were present.
3. Pre-Pay Heating Oil Contract: Options discussed. It was moved to pre-purchase approximately 80% of the projected consumption which is 1100 gal. Terry moved and Christine seconded. Approved 5 -0
4. Insulation Quote: It was moved to approved the quotation from Michael Pritzker of Quality Insulation.. Jean moved to accept, Patti seconded. Approved 5-0.
5. Other Business : Laura Scotts request for support of town planning was reviewed and tabled for next meeting. The addition of internet express stations added to the currant card catalog computers was discussed and supported.

Next meeting Sept. 16, 2008 , 7:00 PM

Meeting ended at 2:45 PM

Respectively submitted:

Pauline Mortimer-Simkin

Pauline Mortimer-Simkin

Tucker Free Library

June 24, 2008

7:00 PM

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

1. Minutes of May 27, 2008: Jean moved to accept as amended, Terry seconded. All approved (5-0). Discussed Lynn's director reports as a review and research tool for future boards.
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Presented by Jean.
4. Director's Report: Building Issues – New entrance mats on main floor and lower levels. AC: Harding Plumbing inspected and system working fine. Insulation of Attic: Michael Pritzker of Quality Insulation, referred by Scott Osgood, gave Lynn a verbal estimate of \$3,600 to \$4,100 to insulate under the attic floorboards which would increase the present R-3 rating to R-48 – R58 to improve temperature/humidity comfort and heating/ cooling efficiency of building. Lynn will voice trustees' concerns to Pritzker about weight load of insulation on ceilings, moisture issues, and find out timeframe of work to be done. Trustees agreed that Lynn should go ahead with the insulation work if issues/questions are answered to Lynn's satisfaction. Heating Costs: Last year \$4,100 spent on heating oil; this year @ current level, it will cost \$8,200. Patti suggested that if Lynn is uncomfortable with making heating oil purchase decision, then the trustees will convene in a public meeting over summer. Grounds Issue: Patti noted corner parking lot light closest to back door working intermittently, probably town issue. Collection Issues – Playaways: Lynn purchased 12 for trial run and is including a patron survey to get feedback on these. Young Adult Collection: has been revamped with many new titles, "Rad Reads," and author highlights. Finlay Foundation – 21 new patrons for June so far, almost 100 for 2008; Lynn gave patron usage statistics; discussed possible options of home delivery of books to homebound residents of Rush Square. Friends and 501c3 Status – Lynn did the 501c3 research and gave the info and forms to the treasurer of the Friends to complete. Downloadable Audio Books Update – Next year the price goes up to \$550, which Friends pay for. Lynn voiced her displeasure in program survey about the cost disparity among towns, whereby smaller towns, like Henniker, pay much more than larger cities. Summer Reading Program – going very well: as of 6/24, 701 books read on the Reading Oinkometer; decorating canvas bag activity was well attended; chainmaille activity on 6/25 and fairy houses on 6/27. 3rd Annual Summer Kickoff – looking for more feedback, which is mixed so far; noted staffing concerns; Lynn will look at date for next year. Old Home Days: exploring possibilities for a TFL presence.
5. Capital Improvement Planning Process: No action taken.
6. Other Business: None.
Next meeting: September 16, 2008 at 7 PM.
Meeting ended at 8:17 PM.
Respectfully submitted by:



Christine Putnam Anderson

Tucker Free Library Minutes

May 27, 2008

7:00 PM

Present: Terry Simkin, Pauline Simkin, Patti Osgood, Lynn Piotrowicz (library director)
Jean Colby arrived at 7:15.

1. Minutes of March 18, 2008: Terry moved to accept as amended, Patti seconded.
Approved (4-0)
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Presented by Jean.
4. Willis Cogswell Trust modification reviewed and completed.
5. Monies to be Accepted see attached; Christine moved to accept, Patti seconded.
Approved (4-0)
6. Director's Report (~~see attached~~): *pms*
 - Issue of carpeting to be a next year budgeting issue reviewed.
 - Cleaning of stone floor discussed.
 - Concern for cost of fuel reviewed. Possible separate line item in budget for next year.
 - *Energy efficiency Capital Improvement Plan separate from expansion. pms*
Reviewed purchase and installation of laptops for patrons.
 - Post notices of ½ hour time limit with other patrons waiting.
 - Reviewed summer programs.
 - Rather than a float for Old Home Days it was suggested to have an information table. In addition, the possibility of giving temporary library cards was reviewed.
 - Reviewed possible use of playable electronic devices rather than purchase of CDs. *No decision made. Trial run pms*
7. Jean provided feed back from Wayne Colby on issues related to Town Meeting.
8. Capital Improvement Planning Process. No action taken at the time.
9. Other Business. None.
10. Non-Public Session: RSA 91-A3-II Terry (yes) Patti (yes) Christine (yes) Jean (yes) Pauline (yes) Personal issue discussed. Terry moved to seal the minutes. Christine seconded. Entered into non-public 8:15 PM and ended at 8:30 PM.
Approved (5-0).

Next meeting June 24, 2008 , 7:00 PM

Meeting ended at 8:45 PM

Respectively submitted:

Pauline Mortimer-Simkin

Pauline Mortimer-Simkin

Tucker Free Library Minutes

March 18, 2008

7:00 PM

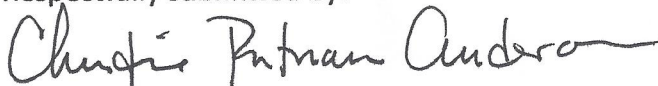
Present: Terry Simkin, Pauline Simkin, Jean Colby, Patti Osgood, Lynn Piotrowicz (library director).

1. Minutes of February 19, 2008: Terry moved to accept as amended, Christine seconded. All approved (5-0).
2. Public Forum: No members of the public were present.
3. Election of Officers: For Treasurer: Terry nominated Jean, Pauline seconded. All approved (5-0). For Co-Secretary: Patti nominated Pauline and Christine, Jean seconded. All approved (5-0). For Chair: Patti nominated Terry, Jean seconded. All approved (5-0). For Vice Chair: Jean nominated Patti, Christine seconded. All approved (5-0). Patti suggested that in the future Lynn attach her director's report to the minutes to provide further detail. Lynn agreed that it would also be helpful as a record keeping tool.
4. Treasurer's Report: Presented by Jean.
5. Monies to be Accepted: Jean moved to accept, Pauline seconded. All approved (5-0). *See attached*
6. Director's Report (See Attached): Lynn summarized the Feb. '08 stats, including that Thursdays are busiest day of week now. Received 1st quarter check from Willis Cogswell Trust. The Town safety manual has been read and signed by all TFL employees. In response to issues raised by the manual, Lynn has ordered supplies for two first aid kits and reviewed emergency evacuation procedures with staff, security equipment inspected and maintained. Emergency communication technologies and security issues were discussed. Summer reading program discussed: Read for Action – Kids + Books = Action theme to promote global awareness/action. Friends of TFL are pledging \$.20/book with a \$500. max. to support San Ramon library. Summer Program begins Fri., June 13th at 2:45 with party and ends July 18th. The giant piggy bank Oinkometer will tally books read until Aug. 30th. TFL Open House will be Wed., 4/16 from 3 PM- 7PM, and the Tucker's Little Tykes' artwork will be on display. Lynn will attend Tech Day on 4/1 in Concord. The planters in front need to be repaired, if possible. Timing of trash put out front for pick-up discussed. Cogswell Trust unitrust conversion was approved by the NH Attorney General's office. Waiting for the figure from TDBanknorth. No action on the Capital Improvement Plan. Discussion about this year's town meeting and presenting TFL budget in the future.

Next Meeting: Tuesday, May 27, 2008, 7 p.m.

Meeting ended at 8:25 p.m.

Respectfully submitted by:



Christine Putnam Anderson

Tucker Free Library Minutes

February 19, 2008

7:00 PM

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

1. Minutes of January 22, 2007: Jean moved to accept, Pauline seconded. All approved. (5-0).
2. Treasurer's Report: Presented by Jean.
3. Director's Report: Lynn working on summer programs and will also meet with Friends of the Library next week about summer programs. Planning an open house during the week of April 13-19 (National Library Week). No comments received on library hour changes, but have noticed the library has been busy on Thursdays. Town Meeting is on March 15 at 1 p.m. Terry to present budget. Sam Harding has restored heat in meeting room (sensors were not working). Lynn working toward installing two bulletin boards for library information rather than current practice of taping to walls. Lynn to make a request to the Friends about providing funding for Plexiglas to keep magazines from curling in rack. Two issues with computers this month and one requires Marc Aucoin to place a dedicated line for the server to avoid the problem of the circuit tripping when cleaning service vacuums. The other issue requires Lynn to contact a consultant to correct a router problem. Lynn to research new software to run the security camera (currently running the original and there is no technical support available).
4. Wills Cogswell Trust: No action.
5. Capital Improvement Planning Process: Continued discussion.

Meeting ended at 7:45.

Next Meeting: Tuesday, March 18, 2008 at 7 p.m.

Respectfully submitted by:


Patti N. Osgood

Tucker Free Library Minutes

January 22, 2008

7:00 p.m.

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

1. Minutes of December 4, 2007: Discussed; Patti amending.
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Presented by Jean.
4. Monies Received: Terry moved to accept the monies; Jean seconded. All approved, (5-0). See attached.
5. Director's Report: Lynn to submit application for the Robert & Karin Finlay Foundation Challenge. Lynn to attend Grants Conference in Concord sponsored by Paul Hodes on Jan 28, 2008. 2008 Summer Reading Program will start Fri., June 13th with Kick-Off Party on lawn. DJ Dave is booked. Summer Program will end Fri. July 18th with Grand Finale – Magician Jason Purdy is booked. Jen Bryant was hired to work 11 hrs/wk and started 1/22. Garrett returns to work 1/23. Statistics for annual report were gathered. Lynn and staff currently deliver/return books for three housebound patrons.
6. Willis Cogswell Trust: No action.
7. Proposed Holiday Schedule: Discussion held. Due to the change in hours of operation, a change of the holiday schedule to the following eight holidays was proposed: 4th, 5th of July; Thanksgiving (11/27), day after Thanksgiving, Friday, 11/28; Christmas Eve (12/24), Christmas Day (12/25); New Year's Eve (12/31), New Year's Day (1/01). Jean moved to accept; Christine seconded. All approved, (5-0).
1. Returned to December 4, 2007 Minutes: Jean moved to accept as amended; Terry seconded. All approved, (5-0).
8. Capital Improvement Planning Process: Lynn described building process info given. Lengthy discussion held about cost of an addition, space needs for addition vs. renovation needs, and having a feasibility study done on use of space, renovating, and building addition.
9. Other Business: None.
10. Vote to go into Non-Public Session: RSA 91-A:3-II(a) at 8:50 p.m., with Library Director: Jean moved; Pauline seconded, Terry (yes), Pauline (yes), Jean (yes), Patti (yes), Christine (yes). Discussed personnel issues. Came out of non-public session at 9:04 p.m. Terry moved; Jean seconded, Pauline (yes), Patti (yes), Christine (yes), Terry (yes), Jean (yes).
Next meeting Tuesday, February 19, 2008 at 7:00 p.m.
Meeting ended at 9:07 p.m.

Respectfully submitted by:

Christine Putnam Anderson

Christine Putnam Anderson