

Tucker Free Library Minutes

December 13, 2011

7:04 PM

Call to Order/Attendance

Present: Lynn Piotrowicz, Patti Osgood, Scott Turner, Jean Colby & Jamie Ramsey (Absent: Christine Anderson)

1. **Minutes from November 14, 2011:** Patti moved to accept previous minutes, Scott seconded. All approved (4-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to Be Accepted:** Patti moved to accept monies and gifts received (new TV & game system from Henniker Rotary), Jamie seconded. All approved (4-0).
5. **Director's Report & Children's Department:** A general conversation regarding personal and scheduling was had. Lynn read Letty's resignation letter. Current staff members are taking turns in the Children's Department to compensate for the absence. She has hired a UNH student from Henniker (Amanda) to work on Friday & Saturdays. A discussion was had whether to proceed with hiring a replacement for the Children's Department and the challenges that arise in the position. Additionally, Lynn has completed her submission for the 2011 Town Report and would email to the board as a draft.
6. **Budget Planning:** The board had a conversation regarding the switch of health insurance carriers by the town. Lynn would be attending a benefits meeting on December 14th and would let the board know how it compares to the current plan. Potential COLA increases town wide were also discussed. It was decided that the board would bring potential budgeting issues to the Budget Advisory Committee in January.

Meeting concluded at 7:50 PM.

Next meeting : Tuesday, January 10, 2012 at 7 PM.

Respectfully submitted,


Jamie Ramsey

Tucker Free Library Minutes

November 14, 2011

7:05 PM

Present: Patti Osgood, Scott Turner, Jean Colby, Lynn Piotrowicz (Library Director), Jamie Ramsey, and Christine Anderson.

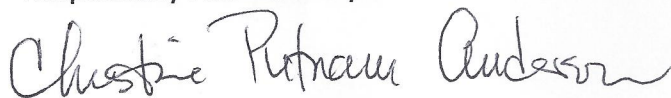
1. Minutes of October 25, 2011: Christine moved to accept, Scott seconded. All approved (5-0).
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Presented by Jean.
4. Monies to be Accepted: \$223 was donated to the Walter K. Robinson fund by the Rotary Club. Patti moved to accept, Christine seconded. All approved (5-0). See list attached.
5. Director's Report: Lynn is working on the town report. Highlights will include: circulation, computers, programs, and Lynn will submit pictures of building maintenance issues to be included.
6. Budget: The Selectmen were pleased with TFL's flat budget. After some discussion about the condition of the paint on the front of the building, it was decided that painting the front is a priority in 2012.

To that end, Jean made a motion that any money remaining in the operations budget on December 30th 2011 shall be encumbered to pay for the exterior painting of the building in 2012. Scott seconded. All approved (5-0).
7. Other Business: It was noted that it is common practice for a town library to have its town counsel review its policy manual, something TFL may want to consider, once the policy review is completed.

Next meeting: Tuesday, December 13, 2011 at 7:00 PM.

The meeting concluded at 7:38 PM.

Respectfully submitted by



Christine Putnam Anderson

Tucker Free Library Minutes

October 25, 2011

7:06 PM

Call to Order/Attendance


Present: Lynn Piotrowicz, Patti Osgood, Scott Turner, Jean Colby, Jamie Ramsey & Christine Anderson

1. **Minutes from September 20, 2011:** Patti moved to accept previous minutes, Jean seconded. All approved (5-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to Be Accepted:** No money to be accepted.
5. **Director's Report:** (a) The package regarding the ILL van issue will be sent on Friday, October 28th (b) Lynn discussed possible changes which may result if the van stays in place. (c) Lynn updated the board on the conferences she recently attended. She will be attending NHLA next Friday, November 4th. (d) After some discussion, it was decided that should funds be available, the priority project should be to paint the front of the building in accordance with Jon Routon's estimate. (e) Lynn will be attending the Rotary meeting on November 10th
6. **Non-Public per RSA: 91-A:3, II(a).** Patti moved to go into non-public at 7:21 PM. Christine seconded. All approved (5-0). Christine moved to go out of non-public at 7:47 PM. Jamie seconded. All approved (5-0).
7. **Budget Planning:** The board agreed to present a flat budget for 2012. The board requested that if Scott was able, he attend the November 12th Selectman Review of Municipal Budget meeting.
8. **Policy Manual Review:** The board approved Part 1: General Definitions. It was decided that the board would take additional time to review Part 4: Leave Policies due to the complexities of it.
9. **Other:** The board was invited to a harassment awareness workshop from the town. Betty Knap of Charter Trust would like to meet with the board.

Meeting concluded at 8:43 PM.

Next meeting : Monday, November 14, 2011 at 7 PM.

Respectfully submitted,



Jamie Ramsey

Tucker Free Library Minutes

September 20, 2011

7:00 PM

Present: Patti Osgood, Scott Turner, Jean Colby, Jamie Ramsey, Christine Anderson, Lynn Piotrowicz, library director.

1. **Public Forum:** No members of the public were present.
2. **Willis Cogswell Trust (WCT):** TFL received a letter on 9/9/11 from TDBank stating that the WCT had to be reclassified as a private foundation rather than a unitrust because it did not meet the Pension Protection Act of 2006 requirements as a unitrust, since it is structured as a "supporting organization." The WCT will now earn 5% based on the market value of a designated day.

Patti moved to put WCT 2010 earnings of \$6,210 received from TDBank into Charter Trust account; Scott seconded. All approved (5-0).
3. **Minutes of Meeting, June 28, 2011:** Patti moved to accept, Scott seconded. All approved (5-0).
4. **Presentation by Letty Goerner:** Letty proposed a weekly Xbox video gaming afternoon for ages 9-13 in the J room on Tuesdays at 3:30-4:30 or 5 PM to draw this age group into the library and serve as a gateway to other TFL resources. TFL has/has access to the necessary equipment. The board discussed and approved the plan. Letty also presented the issue that J room computers are not used presently due to kids not wanting to get parental permission. She suggested eliminating parental permission and putting these two computers on a separate server with filtering software and providing a parental opt-out option. Patti was against any type of filtering in a public library. The board discussed the issues of internet use safety for children, unfettered access in a public library, and use of J room computers. The board decided to continue the discussion and thanked Letty for her presentation.

5. **Monies to be Accepted:** No monies were received.
6. **Director's Report:** (a) Home energy savings program held on Sat., Sept. 10th at 10 AM was poorly attended. Patti suggested Saturday mornings are too busy for many people and perhaps scheduling events on other days might improve attendance. (b) ILL van update given: Statewide, libraries are sending letters to Michael York about the importance of van services, and patrons are petitioning that ILL van services not be cut. Lynn has drafted a letter, approved by the board, to send to Mr. York. (c) Lynn to restore \$500 moved from Video and \$400 moved from Membership/Mileage/Meeting lines to cover heating oil. Prepay for heating season (HS) '10-'11 was expended and had to pay an extra \$484.78. Prepay HS '11-'12 was \$178.70 over original budget projection. \$1500 had been taken out of Personnel line to cover the extra heating oil expense; \$663.48 was used. (d) Lynn hosted a forum on 9/12/11 for small libraries feeling the pressure to increase use of technology without increasing budgets as well as discussion of decrease in summer program attendance; 25 people attended. This forum was also held at Seabrook Library with a Skype conference with Madison Library on 9/19. (e) Lynn submitted an essay to OCLC/Webfunction and was one of four NH librarians to win a \$750 stipend to attend the 10/1-10/4 NELA conference in Burlington, VT. Lynn also received a \$150 stipend from Biblionix (Apollo) to attend. TFL expected cost for attendance is approximately \$400. (f) Lynn to attend Concord READ conference on 10/7. (g) Letty is running for president of the NH Young Adult Library Services Committee. (h) Jean to attend Trustee Orientation program on 9/21 at the Hooksett Library. (i) Lynn discussed encumbering funds remaining from this year for building projects next year, including painting the front of the building, Jon Routon is writing quote; purchase of a new book drop for the front of the building - \$2086; replace exterior rug for front door after winter; complete any of the inexpensive energy efficiency projects suggested by recent energy audit (The Jordan Institute will be presenting to the Energy Committee on 9/28 at 5:30 and again at the Selectmen's

meeting on 10/4. Lynn to receive a copy of the report when completed.); restoration of the front lights using the original iron lampposts and incorporating solar technology. (j) Holiday hours: TFL will be closed Sat., 12/24, and will remain open Sat., 12/31, 10 AM – 1 PM.

Scott left the meeting at 7:41 PM.

7. **Treasurer's Report:** Presented by Jean.

8. **2012 Budget Planning:** Summary of cancellation of 9/6 appointment with Selectmen was given. Budget process dates given: 10/14 – present budget to Town, and Sat., 11/12 at 9:30 – Selectmen's review of budget. An outline of budget items was discussed, including: keeping heating oil line at \$6,000; acquisition of books; decreasing the audio collection by \$1,000; adding \$2,000 to the downloadable collection by adding the ADVANTAGE program to the catalog to make it easier for patrons to get downloadable books faster; the 25% increase by the State Library in cost of downloadable audio books; personnel costs.

9. **Policy Manual Review:** A first reading of Section IV "Management & Personnel Policies, Part 1., General Definitions" was completed, and Lynn will make the agreed upon changes to the text and present to the board for a second reading at the next meeting.

10. **Other Business:** Patti informed Lynn of the board's unanimous nomination of her for the NH Library Trustees Association NH Library Director of the Year award. Although she was not selected, the board expressed their continued appreciation and gratitude for Lynn's hard work, diligence, and fine leadership in continuing Tucker Free Library's mission as a vital resource in meeting the community's needs in the 21st century.

Next meeting: October 25, 2011 at 7 PM.

The meeting ended at 8:23 PM.

Respectfully submitted by



Christine Putnam Anderson

Tucker Free Library Minutes

June 28, 2011

7:02 PM

Present: Patti Osgood, Jean Colby, Jamie Ramsey, Christine Anderson, Lynn Piotrowicz, library director.

Absent: Scott Turner.

1. Minutes of May 17, 2011: Christine moved to accept, Jean seconded. All approved (4-0).
2. Public Forum: No members of the public were present.
3. Treasurer's Report: Presented by Jean.
4. Monies to be Accepted: Patti moved to accept, Jamie seconded. All approved (4-0). (See attached.)
5. AG's Training for Library Officials on 6/7: Lynn highlighted the training given by Terry Knowles, Assistant Director of Charitable Trusts in the NH AG's Office, on the authority/roles of selectmen and library trustees in the town budget process with regard to the library's budget. Terry also explained the Gross Budget Rule. Lynn provided the BOT with a link to the NH AG's Right-to-Know memorandum: <http://www.doj.nh.gov/civil/documents/right-to-know.pdf>.
6. Director's Report: (a) Building Update: Two custom doors were installed: an exterior door with keypad lock leading to the meeting room and a door between the meeting room and storage area. (b) Adult Programs: Robin DeRosa, NHC Speaker, will be speaking at TFL on 7/12 at 6:30 PM about Salem Witches, Witches, Pop Culture, and the Past; Energy Efficiency & Your Home Presentation on 9/10 at 10 AM. (c) Summer Programming was discussed briefly: ONE WORLD, MANY STORIES kicked off on 6/14 at 3 PM; Mariposa presentation was on 6/22 at 2 PM; Michael Caduto presented on 6/28 at 11 AM; Outdoor Story Times – Friday mornings at 11 AM, 6/17-7/29; Paper Mache Globes on 6/30 at 2 PM; Shadow Puppet Show on 7/6 at 2 PM; Brian Charles on 7/14 at 11 AM; Final Day is on 7/15 at closing.
7. Policy Manual Review: A second reading of "Section 3, Collection Development" was completed. Jean moved to approve Section 3 as worded, Christine seconded. All approved (4-0). The board was given "Section 4, Management & Personnel Policies" to begin reviewing and will discuss "General Definitions" in Sept.
8. Budget Planning: The dates of Selectmen's Meetings were noted, and planning for the 2012 budget was discussed. Lynn, Patti, and Jean will make an appointment to appear at the August 16th Selectmen's meeting.
9. Other: (a) The town's Non DOT-Drug and Alcohol Policy as pertaining to TFL employees was discussed. According to Selectmen meeting minutes of 6/7/11, Mr. Flynn stated the town has no legal authority to impose the policy on separate entities of the town, such as Cogswell Springs Water Works [and TFL], to participate in drug testing even though they are covered by the town's insurance. (b) Patti spoke about Jon Evans' proposal to add TFL to the Historic District along with other town buildings. The proposal was declined, with the sentiment that the trustees would continue to remain responsible for protecting the architectural beauty of TFL while maintaining all aspects of the building in its busy operation as a lending library. Patti will respond to Mr. Evans' offer.

Next meeting: September 20, 2011 at 7 PM.

The meeting ended at 7:51 PM.

Respectfully submitted by



Christine Putnam Anderson

Tucker Free Library Minutes

May 17, 2011

7:03 PM

Call to Order/Attendance

Present: Lynn Piotrowicz, Patti Osgood, Jean Colby, Scott Turner & Jamie Ramsey (arrived at 7:10)

Absent: Christine Anderson

1. **Minutes from April 19, 2011:** Patti moved to accept previous minutes, Jean seconded. All approved (3-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to Be Accepted:** Patti moved to accept monies, Scott seconded. All approved (4-0).
5. **Director's Report:** (a) Lynn updated the board on the status of the Jordan Institute findings/formal report. (b) The final Preschool program is Wednesday, May 18th. The program ran 17 weeks, two of which were cancelled due to weather. The total numbers to date: 133 kids & 112 adults. (c) The After School program final numbers showed that 81 kids attended the 10 week program. (d) A recap was given on adult programming. There were 26 people who attended the Master Gardener program on April 26th. Lynn presented information on Robin DeRosa who will be at TFL on July 12th to discuss Salem Witches. (e) Lynn will be attending the Library Trustee program in Concord on June 7th and has reserved an additional spot for any trustee who is able to attend. (f) Two substitute employees have been hired and they will receive training in the next two weeks.
6. **Policy Manual Review:** The board approved Sections 1 & 2 of the Policy Manual (Governance and General Policies). A brief discussion was had regarding wording in Section 3, Collection Development. A second reading would be submitted to the entire board and voted on at the next meeting.
7. **Budget Planning:** The board discussed the 2012 budget. After a lengthy discussion, it was decided to continue to contemplate this issue and the board would revisit it during the next monthly meeting.
8. **Other:** Lynn noted that due to historically low turnout, she would prefer to close on Saturday, July 2nd. Patti mentioned that she thought it would be beneficial for 1st grade teachers, along with their students, to get a mini-tour of library before the start of summer break/summer programs.

Meeting concluded at 8:07 PM.

Next meeting : Tuesday, June 28th , 2011 at 7 PM.

Respectfully submitted,

Jamie Ramsey

Tucker Free Library Minutes

April 19, 2011

7:03 PM

Call to Order/Attendance

Present: Lynn Piotrowicz, Patti Osgood, Jean Colby, Jamie Ramsey & Christine Anderson (arrived at 7:26) **Absent:** Scott Turner

1. **Minutes from March 29, 2011:** Jamie moved to accept previous minutes, Patti seconded. All approved (3-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to Be Accepted:** No money to be accepted.
5. **Director's Report:** (a) Lynn presented numbers which indicated that March was a very busy month. The new Apollo program has features that give her helpful circulation statistics (Tuesdays and Saturdays were the busiest days). (b) The Jordan Institute will be giving the library a copy of the final report once it is complete. (c) After School Program concludes April 21st and Preschool Program will conclude May 18th (d) Adult Programming: A Master Gardener will be at TFL on April 26, Robin DeRosa on 7/12 (Salem Witches) and Lynn is also working on booking Don Latorette (possibly for June) from Energy Technologies in Bow to speak about energy auditing in the home. (e) Summer Program (One World Many Stories) kicks off June 14th (f) Lynn will be on vacation June 17-June 27.
6. **Budget Planning:** The board decided to not address this item at the current meeting but to contemplate it over the next month and add it to the agenda for May.
7. **Policy Manual Review:** The board discussed any comments or changes for submittal on the first three (3) sections of the Policy Manual (Governance, General Policies & Collection Development). A second reading would be submitted to the entire board and voted on at the next meeting.
8. **Other:** Patti mentioned that she felt any official change of the library's logo should be voted on by the trustees ~~to avoid confusion and to maintain the logo's integrity.~~ She also suggested the catalog keyboard be wiped down more often due to increased use.

Meeting concluded at 8:04 PM.

Next meeting : Tuesday, May 17, 2011 at 7 PM.

Respectfully submitted,

Jamie Ramsey

Tucker Free Library Minutes

March 29, ~~2010~~ 2011

7:00 PM

Present: Lynn Piotrowicz (director), Patti Osgood, Scott Turner, Jean Colby, Jamie Ramsey, and Christine Anderson.

1. **Vote to go into Nonpublic Session per RSA:91-A:3,II(a) at 7:00 PM without the library director:** Patti moved, Christine seconded, Patti (yes), Christine (yes), Jamie (yes), Scott (yes) Jean (yes). Personnel issues were discussed. Lynn returned to meeting and personnel issues were discussed with her. The board came out of nonpublic session at 7:44 PM. Jean moved, Patti seconded, Jean (yes), Patti (yes), Scott (yes), Jamie (yes), Christine (yes).
2. **Election of Officers:** Christine nominated Patti for chairperson; Scott seconded. All approved (5-0). Patti nominated Jean for treasurer; Scott seconded. All approved (5-0). Patti nominated Christine for co-secretary; Jean seconded. All approved (5-0). Jean nominated Jamie for co-secretary; Patti seconded. All approved (5-0). Christine nominated Scott for vice chairperson; Patti seconded. All approved (5-0).
3. **Minutes of Meeting, February 15, 2011:** Christine moved to accept as amended; Scott seconded. All approved (5-0).
4. **Public Forum:** No members of the public were present.
5. **Treasurer's Report:** Presented by Jean.
6. **Monies to be Accepted:** Christine moved to accept; Scott seconded. All approved. (See attached).
7. **Anna Childs Funds:** Jean submitted \$7,247.14 from matured Anna Childs CD to Charter Trust account.
8. **Director's Report:** (a) Jordan Institute: Lynn worked with Jordan Institute for nine hours testing TFL for energy inefficiencies and will be receiving a report on how to make TFL even more energy efficient. (b) Town website: TFL is now correctly listed as a link on town website. (c) Programs: Summer program begins on Tuesday, 6/14; Lynn is trying to get a DJ for the front lawn. Summer Theme: Stories from around the world. Line-up: Mariposa Museum's Africa show, storyteller Michael Caduto will tell tales of origin from around the world, Brian Charles will present on Australia, Letty will do a puppet show. Adult program 7/12 @ 6:30 PM: NHHHC speaker Robin DeRosa will present on *Witches, Pop Culture, and the Past*. (d) Locks to be put on doors to meeting room and storage room.
9. **2012 Budget Planning:** Lynn discussed communications with Terry Knowles about RSA 32:5 budget preparation in submission of appropriation requests.
10. **Policy Manual Review:** Discussed strategy for review, revision, and approval. Sections I & II are due next meeting.

Next meeting: Tuesday, April 19, 2011 at 7 PM.

Meeting concluded at 8:26 PM.

Respectfully submitted,



Christine Putnam Anderson

Tucker Free Library Minutes

February 15, 2011

7:02 PM

Call to Order/Attendance

Present: Lynn Piotrowicz, Patti Osgood, Jean Colby, Jamie Ramsey, Christine Anderson and Scott Turner.

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1. **Non-Public per RSA: 91-A:3, II(a).** Patti moved to go into non-public at 7:02 PM. Jean seconded. All approved (5-0). Patti moved to go out of non-public at 7:31 PM. Christine seconded. All approved (5-0).
 2. **Minutes from January 4, 2011:** Christine moved to accept previous minutes, Patti seconded. All approved (5-0).
 3. **Public Forum:** No members of the public were present.
 4. **Treasurer's Report:** Presented by Jean. Scott moved to cash out the \$7,237.44 from the 18 month Anna Childs CD at Citizens Bank and deposit it into the Charter Trust account as it has come to maturity. Jean seconded. All approved (5-0).
 5. **Monies to Be Accepted:** Patti moved to accept monies, Scott seconded. All approved (5-0). (See attached)
 6. **Certificate of Deposit Renewal for Anna Childs Fund:** Addressed in Treasurer's Report.
 7. **Director's Report:** (a) A reminder was given about important upcoming budget/town meeting dates. (b) A discussion was had about the TFL being listed as a town department. It was decided Lynn would explain the error to Nicole and request it be listed as a Town Link. (c) Staffing was discussed and everyone is filling in for Amelia and thus far, it is working out well. A summer employee will still be hired as it is a critical position during a busy time. (d) Henniker Chamber of Commerce provided TFL with a free membership. (e) Lynn is looking into securing two doors on the first floor that pose both security and energy issues.
 8. **Town Meeting:** The board reviewed the revised budget for 2011 and discussed strategy and talking points for town meeting next month. Additionally, Lynn mentioned she would like to present budget in accordance with DRA in the future.
 9. **Policy Manual:** A discussion was had regarding closing policies/procedures among other libraries around the state. It was decided that the Board of Trustees would begin to go through the policy manual together, one section at a time, during each meeting and revise it accordingly.

Meeting concluded at 8:40 PM.

Next meeting : Tuesday, March 29, 2011 at 7 PM.

Respectfully submitted,

Jamie Ramsey

Tucker Free Library Minutes

January 4, 2011

7:04 PM

Call to Order/Attendance

Present: Lynn Piotrowicz (Library Director), Patti Osgood, Scott Turner, Jean Colby, Jamie Ramsey, and Christine Anderson (arrived at 7:24).

1. **Minutes from November 16, 2010:** Patti moved to accept previous minutes as amended, Scott seconded. All approved (4-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Report:** Presented by Jean.
4. **Monies to Be Accepted:** Patti moved to accept monies, Jean seconded. All approved (4-0). (See attached) (Christine arrived)
5. **Final Report & Accounting for the Migration of Apollo:** Lynn indicated she was pleased with the service, support and available options of the new Apollo system and has recommended it to other libraries who have contacted her regarding the migration/company. Staff is adjusting to the transition and Lynn has been writing weekly about some of the new features available for patrons on the library's webpage. Jean moved to increase the original request for funds (\$3,894.00 based on the September 21, 2010 minutes) by \$965.31 for a total of \$4,859.31 from the Library Catalog Expendable Trust for the Apollo ILS package, necessary hardware and supplies. Scott seconded. All approved (5-0). The \$4,859.31 request for funds is anticipated within the 1st quarter of 2011.
6. **Directors Report:** (a) The upcoming schedule for the election/budget season was briefly discussed. (b) Lynn indicated all employee evaluations at TFL are complete. (c) Statistics compiled and distributed by Lynn for end of year reporting revealed all numbers were up from last year. (d) A draft for the town report has been completed and will be edited by Christine before final submittal.
7. **2011 Budget Planning:** A discussion was had regarding the dates of the upcoming town budget meetings, what would be presented and who would be in attendance.
8. **Planning/Publicity for Open House:** Final preparations were discussed about the upcoming TFL Open House on Saturday, February 5th. Friends of the Tucker Free Library will have a table set up to encourage new membership. Entertainment will include: the Shadow Puppet Show, The Big Paws Band and author Rebecca Rule.

Meeting concluded at 8:30 PM

Next meeting: Tuesday, February 15th at 7 PM.

Respectfully submitted,

Jamie Ramsey