

Tucker Free Library Minutes

January 10, 2012

7:00 PM

Call to Order/Attendance

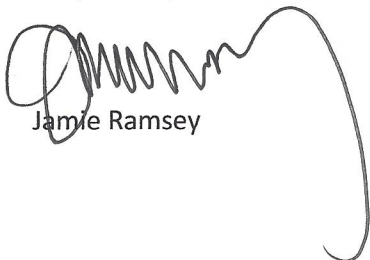
Present: Lynn Piotrowicz, Patti Osgood, Scott Turner, Jean Colby, Jamie Ramsey & Christine Anderson

1. **Minutes from December 13, 2011:** Christine moved to accept the previous minutes as amended, 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:** Patti moved to accept monies received, Christine seconded. All approved (5-0).
5. **Director's Report:** (a) Lynn is in the process of completing employee evaluations as time allows. She has interviewed some applicants for the Library Assistant however will continue interviewing other viable candidates. The board discussed decreasing hours for the Children's Department from 30 to 28 hours and possibly reconfiguring hourly wages. (b) Lynn briefed the board on department head meetings that had taken place in an effort to reduce the budget per the Selectmen's request. A discussion was had regarding a possible 2% COLA increase despite cuts to each department's operation line and the repercussions to the library's budget. The board reaffirmed the decision to present a flat budget to the Budget Advisory Committee. (c) End of year numbers were presented to the board. While circulation was down slightly, there was an increase in Internet use and Downloadable Audio, eBooks, Kindle, etc. (d) The contribution for Town Report is complete and is due for submittal on January 31. (e) The Budget Advisory Committee meeting will be held on January 19th and are scheduled for 6:50 PM at the Community Center.
6. **Other:** Lynn will be lending the library's ladder in exchange for minor building improvements to be completed. Tucker Free Library ranked 5th for the month of December and 11th for the year in Online Newstand usage.

Meeting concluded at 8:15 PM.

Next meeting : Wednesday, February 8th at 7 PM.

Respectfully submitted,



Jamie Ramsey

Tucker Free Library Minutes

February 1, 2012

5:08 PM

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

1. **Minutes from January 10, 2012:** Scott moved to accept as presented, Christine seconded. All approved (4-0).
2. **Public Forum:** No members of the public were present.
3. **Budget Discussion:** Patti gave a brief synopsis of the Budget Advisory Committee's response to TFL's presentation of a flat budget of \$190,804 at the January 19th Budget Advisory Committee meeting. In the end, the committee voted to increase the budget by \$2,700, to \$193,504, to give library employees a 2% COLA increase, the same as what other town departments are budgeting for their employees.

There was a discussion of the merits and intent of the library's flat budget in the current difficult economy and what is best for the library and its mission. The Board of Trustees decided that the 2012 appropriation request of \$190,804 will be the budget amount presented at town meeting. Scott moved, Christine seconded. All approved (4-0).

Meeting previously scheduled for Wednesday, February 8th at 7 PM was cancelled.

Next meeting: Tuesday, March 13th at 7 PM.

Meeting concluded at 5:42 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Christine Putnam Anderson".

Christine Putnam Anderson

Tucker Free Library Minutes

March 13, 2012

7:04 PM

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

- 1. Meeting Minutes of February 1, 2012:** Patti moved to accept, Jamie 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, Christine seconded. All approved (4-0). (See attached.)
- 5. Director's Report:**
A. Building: (i) The exterior trim painting job estimate submitted by Jon Routon Painting was reviewed. Lynn requested that the work to the front of the library be done on Mondays when the library is closed. (ii) Lynn updated the past winter's heating oil usage. (iii) Lynn listed the Jordan Institute's recommendations to save further energy dollars, including: putting Plexiglas or plastic film over drafty windows, placing a balloon in the fireplace flue to prevent heat loss, insulating area above pocket doors, and weather stripping doors to back hallway. **B. Rotary and Chamber of Commerce Event(s):** Lynn suggested the possibility of hosting a Thursday Rotary breakfast meeting or hosting the Chamber of Commerce for an after-hours meeting as an opportunity to showcase the library and highlight the projects the library is undertaking. The logistics of hosting such a breakfast were discussed. **C. Meeting with Charter Trust in re: Funds:** Lynn to request a meeting in May with Charter Trust to review funds invested with them. **D. Amerprise Financial:** Deborah Nitzschke and John Lomba met with Lynn about charitable giving and how TFL could benefit as a recipient from Amerprise investors' charitable support. After a brief discussion, the trustees decided before meeting with Amerprise they would like a letter outlining information about their services and intent in establishing a joint relationship with TFL. **E. Thinking ahead to 2013 and 2014:**
2013 -- Main Floor (i) Restructuring and tightening the collection is ongoing, including weeding large print books, DVDs, audio books. (ii) Materials in the NH Collection and Reference: In the Nonfiction Room Lynn has been going through some very old reference books, which cover local towns' histories during the Civil War period. These books take up much needed space, are not circulated, and are not used at all by the public. What to do with these historically valuable books was discussed, but no decision was reached. Lynn will continue to work on the problem. (iii) Organization of the collection by subject in the Nonfiction Room is a goal, similar to the organization in the E Room. (iv) Floors and Carpeting: The carpeting on the main floor upstairs is in very poor condition, and its replacement is a priority. **2014 -- Lower Level** (i) The carpeting downstairs is also in poor condition and will need to be replaced. (ii) The wood laminate shelving in the E room bows under the weight of the books and needs to be replaced with shelving of solid wood and/or reinforced construction.
- 6. Budget Discussion:** There was a brief discussion about Town Meeting. TFL is #16 on the list of warrant articles. Patti will speak to the article.
- 7. Policy Work -- Part 4: Leave Policies:** Discussion tabled because of the complexity of the policy and not all members of the board were present to discuss.
- 8. Other:** None.

Next meeting: Wednesday, April 11th at 7 PM.

Meeting concluded at 7:54 PM.

Respectfully submitted,


Christine Putnam Anderson

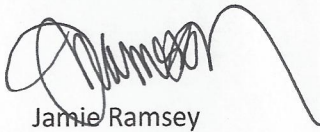
(continued)

8. **Non-Public per RSA: 91-A:3, II(a):** Patti moved to go into non-public at 8:30 PM. Christine seconded. All approved (4-0). Patti moved to go out of non-public at 8:47 PM. Jean seconded. All approved (4-0).
9. **Other:** The board discussed the possibility of closing Tuesday, July 3rd in addition to Wednesday, July 4th. There was concern that the library would be closed four consecutive days albeit during a typically slow time. A discussion was had regarding closing early on July 3rd. The board decided to table the discussion for another meeting when the entire board was present.

Meeting concluded at 8:52 PM.

Next meeting: ~~Tuesday~~ Wednesday, May 22nd at 7 PM.

Respectfully submitted,


Jamie Ramsey

Tucker Free Library Minutes

April 11, 2012

7:03 PM

Call to Order/Attendance

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

1. **Minutes from March 13, 2012:** Jamie moved to accept the previous minutes, Patti 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:** No money to be accepted at this time.
5. **Director's Report:** (a) A request was received from a non resident from Robin Hill Farm to be granted a library card. The board agreed that due to the circumstances, the request would be granted. (b) Lynn updated the board on various building issues. A faulty switch on the boiler was recently fixed; Monadnock replaced switches and batteries, reconfigured zones. It was discovered that a cap is missing near the back entry of the building and Norman Bumford believes it is not an access port to water or sewer. The issue is currently being investigated by Steve Connor who was the contractor at the time of the library addition. Heating oil usage for the 2011-2012 was presented. Lynn offered an alternative solution to save energy dollars (Resident Power) recommended by the Jordan Institute in their final report. This change would result in a one year contract that would save TFL anywhere from 10-14.4% for the year. Additionally, Lynn investigated the feasibility and cost savings of switching the landline from TDS to Comcast as a business customer. There was discussion on reliability and keeping the same phone number but the board agreed that the cost savings (approximately \$230.00 per year) would be worth it. (c) The Board of Trustees would be meeting with Charter Trust on Tuesday, May 22 for their annual review of the account. This item would be placed as the first item on the agenda. (d) No letter had been received from Ameriprise Financial (Deborah Nitzschke) in regards to charitable giving services and the intent in establishing a relationship with Tucker Free Library as requested (e) Lynn presented information on the Summer Reading Program which will include Magician Jason Purdy, Yoga for Kids and an arts and crafts activity.
6. **Follow Up:** (a) Materials: Lynn updated the board on the materials in the Nonfiction Room that were quite old, uncirculated and taking up valuable space. At her discretion, these materials would be relocated to appropriate libraries according to need. (b) Shelving: Both Bow and Whitefield libraries are willing to give TFL needed shelving in an effort to conserve money. (c) Carpeting: Two companies were contacted and came in to quote carpeting (tile method) both the upstairs and downstairs. However, Lynn would be working with another representative from one of the recommended companies as the person did not present materials as requested.
7. **Policy Work-Part 4: Leave Policies:** The board discussed certain parts of the policy including: paid holidays, bereavement time and accrual of sick time, however since a board member was not present, no formal changes were proposed and the policy would be revisited at the next meeting.

Tucker Free Library Minutes

May 22, 2012

7:05 PM

Call to Order/Attendance

Present: Lynn Piotrowicz, Patti Osgood, Jean Colby, Scott Turner, Jamie Ramsey, Christine Anderson, Bette Knapp & Doug Tengdin from Charter Trust (departed at 7:30)

1. **Election of Officers:** Scott moved to elect Patti as Chair, Jamie seconded. All approved (5-0). Jamie moved to elect Scott as Vice Chair, Jean seconded. All approved (5-0). Patti moved to elect Jean as Treasurer, Scott seconded. All approved (5-0). Patti moved to elect Christine and Jamie as Co-Recording Secretaries, Scott seconded. All approved (5-0).
2. **Presentation by Charter Trust:** Doug Tengdin and Bette Knapp presented an overview of account summary to date and to assist the board in identifying an objective for the next year. A discussion was had on economy plotting, portfolio allocation and objectives for the future. Patti moved to remain with the balanced allocation, Scott seconded. All approved (5-0).
3. **Minutes from April 11, 2012:** Christine moved to accept the previous minutes, 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:** No money to be accepted at this time.
7. **Director's Report:** (a) An update was given on various energy topics. Lynn visited the Peterborough library to witness/discuss their pellet system and reported that it would be essential that the library find the most current technology and assure the building can handle said technology before proceeding to make any changes. The final bill for oil from the 2011-2012 season was \$3.10. (b) Lynn reported an employee recently fell on the stairs to the J-Room. Lynn processed the incident as workman's compensation claim but reported the employee appears to be fine and did not miss work. (c) Lynn updated the board on ongoing Main Floor changes regarding materials and layout. (d) The board agreed to close at 5 PM on Tuesday, July 3rd. (e) The estate of Dorothy Byrd had been settled and Lynn was notified that TFL would be receiving \$608.40. (f) Jon Routon would begin painting once school was out in June. The board decided to take money for the expense from both the Expendable Trust and Town Appropriation.
8. **Policy Manual:** The board discussed and revised Part 4: Leave Policies. Regarding Item 4A, Sick Leave Accrual, the Board decided the Full Time employee should accrue 520 hours (maximum) in accordance with the town policy effective June 1, 2012.
9. **Other:** The board discussed the feasibility of a "lifetime membership" for a retiring member at Henniker Community School who is a regular library patron but not a resident. The board agreed to allow such a gift for a fee given the circumstance, however it would not be gifted as a "lifetime membership."

Meeting concluded at 9:02 PM.

L. Bergh

Next meeting: Tuesday, June 19th at 7 PM.
Respectfully submitted,

Jamie Ramsey

Tucker Free Library Minutes

June 19, 2012

7:07 PM

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

1. **Meeting Minutes of May 22, 2012:** Patti moved to accept as revised, Scott seconded. All approved (4-0).
2. **Public Forum:** No members of the public were present.
3. **Treasurer's Position and Report:** Election of interim treasurer: Scott offered to serve as treasurer while Jean is recuperating. Patti nominated Scott as interim treasurer, Christine seconded. All approved (4-0). The treasurer's report was summarized by Lynn. Scott and Patti arranged to go to TDBank the following day to get their signatures on file with the bank and will ask to have bank statements sent directly to Lynn.
4. **Monies to be Accepted:** No monies to be accepted.
5. **Director's Report:** **A. "Dewey-lite" Project:** Lori, Denise, and Lynn have completed this new system of shelving the nonfiction collection, which enables patrons to find topical information more easily because books are grouped under umbrella categories. Lynn is very pleased with the collection and that this reorganization has now allowed space for a quiet zone. **B. Programs:** **1. Summer Programs** – kicked off today as Magician Jason Purdy entertained and astounded 45 children and adults with his magic act. **2. Children's Program** – Kristin has seen a consistent increase in Story Time attendance since offering the program straight through the year with one week off, rather than in 13 week sessions with several weeks off between sessions. Offering Story Time on Thursdays in the fall instead of Wednesdays is being considered to attract preschoolers and their moms. **C. Staff TFL Shirts:** Lynn suggested purchasing a Lands' End polo with an embroidered TFL logo for each staff member. For \$90 Lands' End keeps the logo so future purchases with the logo may be made. Lynn will look into staff name tag options.
6. **New Taxpayers / Patrons:** Lynn referenced an email she received from Nichole Gage concerning a question from a Henniker seasonal camper on whether they could access town services, such as the library and transfer station, now that they are paying a Henniker property tax bill. Lynn asked colleagues on NHAIS about their experiences in issuing a library card for taxpaying seasonal campers or nonresident property owners. She reported that most have had positive experiences. A discussion followed and it was decided that to be issued a library card, such applicant will be required to bring in a receipt of their paid Henniker property tax bill with their name on it as well as provide information as to their permanent residence, phone number, cell number, and email address so TFL can contact the individual in the event overdue materials have not been returned, as per the policy for overdue materials.
7. **Policy Work – Part 4: Leave Policies (Sick & Vacation Leave):** A second reading was conducted on Part 4 of Leave Policies: Section A., Sick Leave, Nos. 1 to 8. Patti moved to accept as read, Jamie seconded. All approved (4-0). The Board conducted a first reading of Part 4 of Leave Policies: Section B., Vacation. It was discussed and agreed that the vacation accrual maximum for a full time employee with over 10 years of service be revised from 160 hours to 200 hours and for a full time employee with over 15 years of service, the accrual maximum to be 240 hours.
8. **Other:** None.
9. **Nonpublic Session:** None.

Next meeting: Tentatively scheduled for Wednesday, July 25th at 7 PM.

Meeting concluded at 8:07 PM.

Respectfully submitted by,


Christine Putnam Anderson

Tucker Free Library Minutes

September 18, 2012

7:10 PM

Call to Order/Attendance Present: Lynn Piotrowicz, Patti Osgood, Christine Anderson, Jamie Ramsey, Scott Turner, Emily O'Rourke (member of public)

Minutes from June 19th, 2012: Jamie moved to accept the previous minutes, Patti seconded. All approved (4-0).

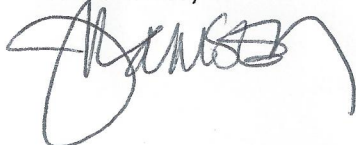
1. **Public Forum:** Emily O'Rourke was introduced to the board and indicated she would be observing the meeting and asking questions as necessary.
2. **Correspondence from Jean Colby & Ameriprise:** Patti moved to accept the resignation of Jean Colby in accordance with her letter dated July 25, 2012. Christine seconded. All approved (4-0). In regards to the letter from Deborah Nitzschke of Ameriprise dated June 25, 2012, the board decided this was not a program the library would utilize. Lynn would draft a letter on behalf of the board.
3. **Monies to Be Accepted:** Patti moved to accept monies received, Scott seconded. All approved (4-0).
4. **Treasurer's Report:** Presented by Scott. Scott moved to attach the finance report dated September 18, 2012 with the Charter Trust account summary and other financial attachments to the Treasurer's report. Christine seconded. All approved (4-0).
5. **Draft of 2013 Budget:** The board discussed a preliminary 2013 draft budget as presented by Lynn.
6. **Exterior Painting:** Total bill for the job by Jon Routon was \$11,150.00. Patti moved to request \$5,677.96 from the expendable trust for building expenses (for the exterior painting of the library). Scott seconded. All approved (4-0).
7. **Director's Report:** (a) Lynn discussed a "Dewey-Lite" project she is working on that documents the conversion since she has received numerous requests for information on the new system in place at TFL. (b) Director met with the Friends of TFL on August 14 and updated the group on various projects. At this meeting, a discussion was had on e-readers and the possibility of another group co-sponsoring a literacy project. While the trustees and Director see the need for this technology, it was agreed that the e-reader is still relatively new and is changing rapidly to be integrated at the library at this time. Furthermore, only a few patrons would be able to enjoy it any given time.
8. **Building Projects:** (a) Tom Gloudeman recently examined the stained glass windows as recommended by the NH Historical Conservation Commission. He found that the storm windows added in the 1970's needed to be removed or modified to permit ventilation, bracing struts needed to be installed, and two windows should be removed immediately as they are in a state of disrepair. Moose Plate Conservation Grants in 2013 and 2014 may be able to fund the restoration of the project. The board asked Lynn to reach out to the Friends to see if they would consider funding the repair of the two windows in immediate need as it affects the aesthetics and historical character of the building. (b) Lynn has contacted several companies trying to get a 2nd quote for carpeting and has yet to receive any. (c) A quote was received from Jon Routon to paint the ceilings and walls of the non-fiction room. (d) A discussion was had regarding outdoor solar lighting and the handouts presented. (e) A chimney expert had come in to evaluate the state of the chimney. Lynn was advised to seal the chimney as an energy saving measure, which is what will be done shortly. She was also told it will need a cap to prevent further element damage.
9. **Policy Manual:** Patti moved to accept the 2nd reading of Part 4: Leave Policies (Sick & Vacation Leave). Scott 2nd. All approved (4-0).
10. **Non-Public per RSA: 91-A:3, II(a).** Patti moved to go into non-public at 8:25 PM. Christine seconded. All approved (4-0). Christine moved to go out of non-public at 8:29 PM. Patti seconded. All approved (4-0).

Meeting concluded at 8:29 PM.

Next meeting: Tuesday, October 23rd at 7 PM.

Respectfully submitted,

Jamie Ramsey



Tucker Free Library Minutes

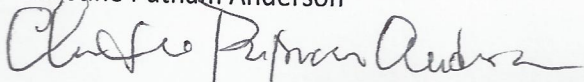
October 23, 2012

7:00 PM

Present: Lynn Piotrowicz (library director), Patti Osgood, Scott Turner, Jamie Ramsey, Emily O'Rourke, Christine Anderson.

1. **Minutes of Meeting, Sept. 18, 2012:** Patti moved to accept as amended, Christine seconded. All approved (5-0).
 2. **Public Forum:** No members of the public were present.
 3. **Election:** Patti nominated Emily to serve as treasurer; Emily accepted the nomination. Christine seconded, all approved (5-0).
 4. **Monies to Be Accepted:** Christine moved to accept monies received, Scott seconded. All approved (5-0). (See attached.)
 5. **Treasurer's Report:** Presented by Lynn.
 6. **Draft of 2013 Budget:** The board continued to discuss a preliminary 2013 budget to present at the selectmen's budget review on Sat., October 27, 2012. The Budget Advisory Committee review will be on 12/6 and 12/11.
 7. **Director's Report: Exterior Painting:** Money [\$5,677.96] requested from the expendable trust fund to pay for the exterior painting project was received from the trustees of the town trust fund and deposited into the TFL checking account. **Individual Inventory Form:** Lynn has been working on this lengthy and in-depth form for the NH Division of Historical Resources (NHDHR). This form, which is valid for five years, will be submitted to the NHDHR to determine TFL's eligibility to apply for the Moose Plate Conservation Grant in 2013 (\$10,000) and again in 2014 (\$10,000) to fund the stained glass windows restoration project. The 2013 Moose Plate Conservation Grant application process opens from January to April. **Stained Glass Window:** The Friends would like to help pay for the emergency restoration of the transom. Lynn spoke to Tom Gloudeman again, and he will take the problem window out as soon as he can. He thinks only one window is of immediate concern but will examine them all again. Cost for one window is \$1200 - \$1500. Mr. Gloudeman is looking into a solution to the ventilation problem created by the storm windows insulating the stained glass windows.
 8. **Policy Manual - Part 4: Family and Medical Leave ACT (FMLA):** Tabled until after **Other Business**.
 9. **Other Business: Food Pantry:** Lynn read a thank-you letter from the Henniker Food Pantry, thanking TFL for its *help by providing a box inside the library for nonperishable food donations.* **TFL Brochure:** Lynn has created a draft of a brochure to be included in the Henniker Chamber of Commerce's welcome bag, given to new residents. **Azalea Park:** Patti informed the board that the Azalea Park Committee, in its effort to clean up the park, is applying for a DES grant to remedy the water run-off problem. A survey must be conducted, and Patti was asking if TFL has any documents to help out in determining school property/town property involving the parking lot behind the library. **Staff Gathering:** Patti noted that on evenings with extended hours she has seen a group of staff gather at the main desk at change of shift to exchange information and that this might be misconstrued by the public as social time and/or a disruption to patrons working/reading nearby.
 8. **Policy Manual - Part 4: Family and Medical Leave ACT (FMLA):** Issues were discussed, and it was decided that language as to the process of requesting FMLA leave should be included. **Part 4: Holidays:** The board decided to change the policy in light of the current library schedule with Mondays closed. Floating days would be granted in lieu of Monday holidays, based on the number of hours per week staff work: 0 - 10 hrs/wk: two floating days; 10 - 20 hrs/wk: three floating days; 20 - 32 hrs/wk: four floating days; 32 - up hrs/wk: five floating days.
The meeting concluded at 8:35 PM.
- Next Meeting: November 27, 2012 at 7 PM.**
Respectfully submitted,

Christine Putnam Anderson



Tucker Free Library Minutes

November 27, 2012

6:58 PM

Call to Order/Attendance

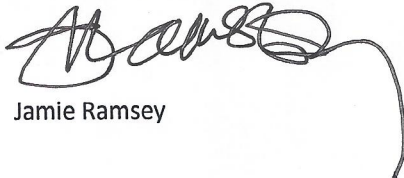
Present: Patti Osgood, Christine Anderson, Jamie Ramsey, Scott Turner, Emily O'Rourke, Scott Osgood and David Connor; **Absent:** Lynn Piotrowicz.

1. **Public Forum:** Scott Osgood and David Connor, representatives from the Azalea Park Committee, made an informational presentation to the trustees, as an abutter, *regarding* the park and the committee's long term goals. Various issues were discussed including: a history of the property, an erosion issue, runoff and possible drainage remedies, the lack of a direct access point and project funding.
2. **Minutes from October 23, 2012:** Patti moved to accept the previous minutes, Jamie seconded. All approved (5-0).
3. **Monies to Be Accepted:** This item on the agenda was tabled until the next meeting due to the absence of the Library Director.
4. **Treasurer's Report:** This item on the agenda was tabled until the next meeting due to the absence of the Library Director.
5. **Draft of 2013 Budget:** The board continued discussion on the 2013 budget and possible repercussions of a \$7,500. cut from the requested \$15,000. needed. The impact this would have to the library and its patrons was discussed and the board questioned how an arbitrary number was devised given the lean budget presented. It was decided all trustees would attend the appropriate Budget Advisory meeting (December 13th or December 18th).
6. **Director's Report:** This item on the agenda was tabled until the next meeting due to the absence of the Library Director.
7. **Policy Manual:** This item on the agenda was tabled until the next meeting due to the absence of the Library Director.
8. **Other:** Patti emphasized the importance of establishing and utilizing a system to warn patrons 30 days before the expiration of their library card to avoid an interruption of service. It was discovered that it is possible to send automated responses via text or email if one (or both) is provided by patrons.
9. **Non-Public per RSA: 91-A:3, II(a).** Patti moved to go into non-public at 7:49 PM. Jamie seconded. All approved (5-0). Christine moved to go out of non-public at 8:03 PM. Emily seconded. All approved (5-0).

Meeting concluded at 8:06 PM.

Next meeting: Tuesday, December 4th at 7 PM.

Respectfully submitted,



Jamie Ramsey

Tucker Free Library Minutes

December 4, 2012

7:01 PM

Present: Patti Osgood, Scott Turner, Emily O'Rourke, Jamie Ramsey, Christine Anderson, and Lynn Piotrowicz, Library Director.

1. **Public Forum:** No members of the public were present.
2. **2013 Budget:** The board discussed how to proceed following the Selectmen's recommendation to cut \$7,500 from TFL's proposed budget of \$205,804. Calendar issues including the Budget Advisory Committee Review dates of 12/13/12 or 12/18/12 were brought to the board's attention.
3. **Monies to Be Accepted:** Christine moved to accept monies received, Patti seconded. All approved (5-0). (See attached.)
4. **Minutes of Meeting, November 27, 2012:** Christine moved to accept minutes as amended, Patti seconded. All approved (5-0).
5. **Treasurer's Report:** Presented by Lynn.
6. **Other:** (a.) **Letter:** Lynn read a letter to TFL from a daughter-in-law of former Henniker resident and New England College professor, Dr. Francis Holmes. Becky Holmes wrote that she wished she lived closer to Henniker so she could be a member of the community and utilize the library. (b.) **Request to Use Meeting Room:** Cheri McManus, a teacher at the Henniker Community School, asked permission to use a meeting room at TFL for a day to mentor other teachers. Permission was given. (c.) **Henniker Historical Society letter:** TFL received a notification letter dated 11/26/12 from the Henniker Historical Society stating that if TFL is in agreement they will return two boxes of soil samples to the Army Corps of Engineers at the Hopkinton Dam Project. The Historical Society letter also stated that it would return Willa Brigham's harvest table to TFL if the library is interested in it. Lynn stated she is interested in having the table at the library. The Historical Society letter also stated it was in possession of old TFL secretarial files and records and would return those if TFL so desired. Lynn would like to have these TFL historical documents as well. Lynn will respond to the Henniker Historical Society in a letter and thank them for this information and their courtesy. (d.) **Blueprints:** Lynn has found ~~an~~ ^{the} original blueprint of the library. For preservation purposes, she is having it scanned at Concord Camera.

The meeting concluded at 8:00 PM.

Next meeting: January 8, 2012 at 7:00 PM.

Respectfully submitted,
Christine Putnam Anderson

