

**RECORDING SECRETARY ROLL CALL**

**Joe Petrick SERVED AS RECORDING SECRETARY FOR THIS MEETING COMMENCING AT: 3:30 pm**

**ACTION - RECORD ATTENDANCE**

MEETING PARTICIPANTS	PRESENT
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Excused
Lynn Piotrowicz- DIRECTOR	Yes

**PUBLIC COMMENT**

**Public Forum**

MEMBERS OF PUBLIC PRESENT
Sylvia Lennox

**ITEM 1**

**ACCEPT MINUTES OF PRIOR MEETING: April 10, 2024**

**ACTION – MOVE TO ACCEPT: John** **SECONDED BY: Debra**

MEETING PARTICIPANTS	VOTE
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Excused

**ITEM 2**

**TREASURER’S REPORT**

**TRUST FUND REPORT, YEAR-TO-DATE BUDGET REPORT & MANIFEST**

**ACTION – MOVE TO ACCEPT: Joe** **SECONDED BY: Anne**

MEETING PARTICIPANTS	VOTE
John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes
Frances Tain	Excused

**ITEM 3**

**DIRECTOR’S REPORT**

- A. Update on staff hours. *With the new staffing paradigm, productivity has increased, there is more time for director duties. No change needed at this time.*
- B. Future’s School – Adult Services and Library Services personnel will attend the program. Due to previous commitment, Youth Services will not. The Library Director will manage the facility along with the Youth Services staff member with an assist as arranged.
- C. [Summer Reading Program Highlights](#) –Adventures Begin at Your Library
  - Dates: Jun 18-Aug 3, No programs the week of July 2<sup>nd</sup>-6<sup>th</sup>
  - Programs include Renee Plodzick, local author/dietitian, UNH Marine Docents, Estuaries and Watersheds for 4-8<sup>th</sup> graders, Susie Spikol from Harris Center on nature
  - ***Incentives for the program: Prizes & Bad PR. The Friends have agreed to purchase 6 gift cards for admission to area attractions. The gift cards will be raffled off weekly and include admission for two adults and two children. The locations include the New England Aquarium, Museum of Science, SEE Science Center, NH Children’s Museum, Squam Lake Nature Museum, Montshire.***
  - Erin is working on her annual scavenger hunt that takes place throughout the community. Nattanan is developing an escape room type challenge for older kids that will take place at the library

- ***Erin is preparing the first Story Trail of the summer, Steve Breen’s Woodpecker Wants a Waffle. It runs from 5/28-7/12.***
- D. Met with Morgan Ring from White Birch to discuss their new facility and programs. Erin and I conveyed to her that the greatest issue is middle school kids not necessarily teens and suggested focusing on that group instead of John Stark kids.
- E. Juneteenth. This year the holiday falls on the Wednesday directly following the kickoff of summer reading. After discussing with the CYS librarian, it was felt that it would be detrimental to the program if we closed on 6/19. Suggest removing it as a holiday or remaining open but staff eligible for a day off at their discretion. Town of Henniker eliminated it from the holiday schedule in advance of 2023. Last year Juneteenth fell on a Monday so it didn’t impact the library.
- F. Moose Plate Grant – Phase 3 Granite & Mortar Project: east and west elevation grant was submitted on 4/19/24. Project cannot commence until after October. Tentatively scheduled for then with tradesmen.
- G. Other projects – staff no longer fighting fires and/or treading water! After months we finally have staff in place to complete projects.
  - 15 months later, the J-Room books have been reorganized under subjects for easier finding (looking for books on animals, sports, mysteries, etc.)
  - Looking to create a biography section on Main Floor
  - Marketing and media work happening more deliberately
- H. Court-ordered supervised visits – Notes from the field
- I. Monthly Metrics

METRICS	2023 TOTAL	2024 Y-T-D TOTAL	APRIL
# PROGRAMS	242	113	26
# ATTENDING PROGRAMS	2026	693	154
# NEW PATRONS	224	38	5
CIRCULATION - PHYSICAL	24693	7283	1812
CIRCULATION - eCONTENT	10299	3839	855
% PHYSICAL TO eCONTENT	70.57%	65.48%	67.94%
DOOR COUNT	14098	4330	1021

- J. ***Steps to create the Community Gallery***
  - ***I would like to launch the CG in September with a library project. Nattanan has created TFL coloring sheets that we would hand out during the summer and then mount them in space in September as part of the 120<sup>th</sup> recognition.***
  - ***Wendy has roughed out a policy for the gallery space. Continuing to refine.***
  - ***Remove and store artwork from the NH Room until the transfer can be ironed out with HHS.***
  - ***Move artwork from Soderstrom Room to NH Room***
  - ***Move remaining bookshelves to NH Room***
  - ***Purchase and install hanging system***
  - ***Launch space in September with 120<sup>th</sup> Celebration & Gallery Opening***

ITEM 4

**HISTORICAL SOCIETY REQUEST FOR CONSIDERATION**

- A. Historical Society & Artwork
  - The HHS is willing to take the artwork from the NH Room. The library founders will be moved from the Soderstrom area into the NH Room to make space for a public art gallery. The HHS would like us to give the artwork to the HHS outright instead of as an addendum to the Permanent Loan Agreement.
  - When I started this conversation they asked that our two organizations revisit the permanent loan agreement
  - I met with HHS representatives on 4/30. The following issues were raised:

- i. Authors of the original permanent loan agreement no longer affiliated with either party
- ii. HHS looking to deaccession some of the items in the permanent loan agreement that are:
  - 1. Redundant (example five complete sets of China)
  - 2. Don't necessarily meet the intent of the HHS mission of gathering items of direct relation to the history of Henniker. Much of the collection in question are items that would fall under the guise of a "Cabinets of Curiosities" collection, typical of the early 1900's.
  - 3. There is no consideration on how to dispose of those items except returning them to TFL.
- HHS would like TFL to consider:
  - i. Converting the permanent loan agreement to a permanent ownership agreement of those items that meet the HHS collection criteria
  - ii. Agreeing to deaccession those items that do not meet the HHS collection criteria
  - iii. Negotiating a strategy for removal
- Questions and quandaries
  - i. Provenance of some items questionable, intent mechanisms need to be found, examined. Research on these items will take more time.
  - ii. Do the two parties have authority to disband the permanent loan agreement?
  - iii. What to do with those items that there is agreement on removing?

**Motions regarding Historical Society**

**Motion: Move to repeal the permanent loan agreement and replace with unconditional gift to the Henniker Historical Society.**

**Moved to Accept: Debra Kreutzer                      Seconded by: John Capuco**

**Meeting Participants    Vote**

- John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes

**Motion: Move Tucker Free Library to donate current New Hampshire Room art collection to the**

**Henniker Historical Society.**

**Move to Accept: Debra Kreutzer                      Seconded by: Anne Crotti**

**Meeting Participants    Vote**

John Capuco	Yes
Anne Crotti	Yes
Debra Kreutzer	Yes
E. Joseph Petrick	Yes

ITEM 5                      Other

ITEM 6                      SCHEDULE NEXT MEETING  
**August 14, 2024 at 3:30 pm**

ITEM 7                      ADJOURN

# TRUST FUND ACCOUNTING

TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	RECEIVED 2024	BALANCE 12/31/2023	APPLIED THRU 2024	DONATIONS TO 2024	DEPOSIT TO TRUST FUND	BALANCE 12/31/2024
L.A. Cogswell*	LIBRARY OPERATIONS	\$ 2,401.25	\$ -	\$ 2,401.25	\$ -	\$ -	\$ -
Dr. Francis O. Holmes*	MEMORIAL BOOKS	\$ 186.94	\$ 99.87	\$ 175.07	\$ -	\$ -	\$ 111.74
D.W. & E. Cogswell	LIBRARY OPERATIONS	\$ 1,555.97	\$ -	\$ 1,555.97	\$ -	\$ -	\$ -
A.D. Huntoon*	LIBRARY OPERATIONS	\$ 106.48	\$ -	\$ 106.48	\$ -	\$ -	\$ -
Marjorie B. Bennett*	MEMORIAL BOOKS	\$ 1,034.24	\$ 919.71	\$ 507.38	\$ -	\$ -	\$ 1,446.57
Scott J. Berry*	MEMORIAL BOOKS	\$ 184.82	\$ 788.53	\$ 37.02	\$ -	\$ -	\$ 936.33
Mary F. Kjellman*	MEMORIAL BOOKS	\$ 297.55	\$ 636.08	\$ 219.10	\$ 300.00	\$ 300.00	\$ 714.53
James W. Doon*	MEMORIAL BOOKS	\$ 86.10	\$ 600.72	\$ 17.10	\$ -	\$ -	\$ 669.72
Preston Fund	LIBRARY OPERATIONS	\$ 1,083.16	\$ -	\$ 1,083.16	\$ -	\$ -	\$ -
Alice V. Colby*	LIBRARY OPERATIONS	\$ 32.03	\$ -	\$ 32.03	\$ -	\$ -	\$ -
George W. Tucker	LIBRARY OPERATIONS	\$ 10,180.13	\$ -	\$ 10,180.13	\$ -	\$ -	\$ -
Robert N. Fitch*	MEMORIAL TECHNOLOGY	\$ 726.29	\$ 1,057.96	\$ 234.48	\$ -	\$ -	\$ 1,549.77
Walter K. Robinson	MEMORIAL BOOKS	\$ 179.28	\$ 109.38	\$ 276.36	\$ -	\$ -	\$ 12.30
		\$ 18,054.24	\$ 4,212.25	\$ 16,825.53	\$ 300.00	\$ 300.00	\$ 5,440.96

\*Trusts that list Trustees of Tucker Free Library with fiduciary capacity

LIBRARY TRUSTEE MANAGED FUNDS	EXPENDITURE CATEGORY	BALANCE 12/31/18	BALANCE 12/31/19	BALANCE 12/31/2020	BALANCE 12/31/2021	BALANCE 12/31/2022	BALANCE 12/31/2023	CURRENT BALANCE	
<b>TD Bank</b>									
Willis Cogswell	LIBRARY OPERATIONS	\$ 341,727.77	\$ 387,192.97	\$ 407,824.58	\$ 432,088.02	\$ 339,950.70	\$ 333,113.16	\$ 366,045.30	
<b>Bar Harbor (1)</b>	LIBRARY DEVELOPMENT								
<b>SUBFUND</b>	<b>Starting Balance</b>		<b>% of Fund</b>						
Cammett, Helen (2)	\$ 5,001.13	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,969.98	\$ 9,997.81	\$ 8,555.54	\$ 9,574.78	\$ 10,039.18
Childs, Anna (3)	\$ 7,247.14	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,557.97	\$ 13,996.94	\$ 11,977.75	\$ 13,404.69	\$ 14,054.85
Soderstrom, Ann (4)	\$ 189,147.45	88.28	\$ 202,275.59	\$ 235,402.82	\$ 251,387.27	\$ 280,192.63	\$ 239,772.36	\$ 268,336.88	\$ 281,351.89
TD Bank Refund (5)	\$ 7,111.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,846.07	\$ 13,203.46	\$ 11,298.74	\$ 12,644.78	\$ 13,258.09
<b>Total of Funds</b>	<b>\$ 208,507.69</b>	<b>100%</b>	<b>\$229,129.58</b>	<b>\$266,654.76</b>	<b>284,761.29</b>	<b>317,390.84</b>	<b>271,604.39</b>	<b>303,961.12</b>	<b>318,704.00</b>

# TUCKER FREE LIBRARY - TREASURER'S REPORT 2024

<b>REVENUE</b>		<b>2024 INCOME</b>
Personnel Appropriation Funds	\$	90,129.93
Cash Income & Trust Funds	\$	9,548.72
Operational Income	\$	3,678.95
Other Direct Income	\$	614.00
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>103,971.60</b>

<b>EXPENDITURES</b>		<b>2024 EXPENDITURES</b>
Personnel Expenses	\$	90,129.93
Patron Service Expenses	\$	14,349.41
Facility Management Expenses	\$	9,391.42
Technology Management Expenses	\$	799.98
Other Direct Costs	\$	600.00
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>115,270.74</b>

<b>RESERVED FUNDS</b>		
Total Trust Funds Reserved	\$	5,440.96
Vivian Allen Fund	\$	176.88
Beres Fund	\$	2,000.00
<b>TOTAL UNEXPENDED/RESERVE FUNDS</b>	<b>\$</b>	<b>7,617.84</b>

TUCKER FREE LIBRARY - TREASURER'S REPORT 2024			
INCOME		2024 INCOME YTD	2024 BUDGET CATEGORY
<b>PERSONNEL APPROPRIATION FUNDS</b>		\$ 90,129.93	\$ 245,445.00
4-2000	Town Appropriation - Personnel	\$ 90,129.93	\$ 245,445.00
<b>CASH INCOME &amp; TRUST FUNDS</b>		\$ 9,548.72	\$ 35,257.16
4-3510	Contribution Overdue	\$ 20.17	\$ -
4-3540	Non-Resident Cards	\$ 50.00	\$ -
4-5010	Annual Income from Willis Cogswell Fund	\$ 8,720.31	\$ 17,202.92
4-5020	Annual Income from Town Trust Funds	\$ -	\$ 18,054.24
4-5030	Donations: Established Trust Funds	\$ 200.00	\$ -
4-5040	Donations: In Memory/Honor of Donations	\$ 320.00	\$ -
4-5050	Donations: General Purpose	\$ 238.24	\$ -
<b>OPERATIONAL INCOME</b>		\$ 3,678.95	\$ 26,953.00
4-1000	Town Appropriation-Operations	\$ -	\$ 20,799.00
4-1010	Town Appropriation - Fuel	\$ 3,104.11	\$ 6,154.00
4-3520	COPY & FAX Service	\$ 407.50	\$ -
4-3550	Overdue Processing Fee	\$ 2.00	\$ -
4-3560	Damaged/Lost Books	\$ 165.34	\$ -
<b>OTHER DIRECT INCOME</b>		\$ 614.00	\$ 24,600.00
4-6000	Sale of Surplus	\$ 14.00	\$ -
4-6020	Reimbursed Purchase	\$ -	\$ -
4-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ -	\$ 4,000.00
4-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 600.00	\$ 600.00
4-9600	GRANT FUNDS: Moose Plate Phase 2 Granite/Mortar	\$ -	\$ 20,000.00
<b>TOTAL REVENUE</b>		\$ 103,971.60	\$ 332,255.16
EXPENDITURES		2024 PAID YTD	2024 BUDGET CATEGORY
<b>PERSONNEL EXPENSES</b>		\$ 90,129.93	\$ 245,444.64
6-2000	Library -- Wages (2% COLA + MERIT POOL of \$3K)	\$ 70,500.00	\$ 191,222.00
	Library - Benefit: Health Insurance	\$ 9,208.35	\$ 24,754.00
	Library -- Fica (7.65% of Library Wages)	\$ 5,330.10	\$ 14,734.00
	Library -- Retirement (11.17% of Eligible Wages)	\$ 3,773.48	\$ 11,709.00
	Library - Longevity Pay for Employees	\$ 1,000.00	\$ 1,375.00
	Library -- Workers Comp/Unemp Ins	\$ 318.00	\$ 1,375.64
6-2020	Library -- Membership & Mileage	\$ -	\$ 150.00
6-2030	Library -- Staff Development	\$ -	\$ 125.00
<b>PATRON SERVICES EXPENSES</b>		\$ 14,349.41	\$ 28,173.00
6-3000	Library Acquisitions -- Books	\$ 8,650.84	\$ 16,000.00
6-3002	Library Acquisitions -- Material Processing Fee	\$ 368.81	\$ 1,300.00
6-3020	Library Acquisitions -- Periodicals	\$ 338.00	\$ 300.00
6-3030	Library Acquisitions -- DVD	\$ 109.46	\$ 300.00
6-3035	Library Acquisitions -- Patron Technology	\$ -	\$ 500.00
6-3560	Reimbursement for Lost/Damaged ILL to LENDING LIBRARY	\$ 36.00	\$ -
6-6000	Library Program - Software Services	\$ -	\$ -
	Library Catalog	\$ 2,050.00	\$ 2,050.00
	NHDB for eContent	\$ 2,689.00	\$ 2,689.00
	Library Website, Misc. Software	\$ 107.30	\$ 1,034.00
6-6010	Library Program - Speakers & Supplies	\$ -	\$ 4,000.00
<b>FACILITY MANAGEMENT EXPENSES</b>		\$ 9,391.42	\$ 58,080.00
6-4000	Library General Maintenance -- Janitorial	\$ 2,202.19	\$ 5,500.00
6-4010	Library General Maintenance -- Bldg Repairs	\$ 1,519.50	\$ 8,965.00
6-4020	Library Utilities (Total - Heating Oil)	\$ 3,104.11	\$ 13,961.00
	Library Utilities - Heating Oil 1800 gals @ \$2.499per gal	\$ 2,116.54	\$ 6,154.00
6-4030	Library Bldg Maintenance Supplies	\$ 449.08	\$ 3,500.00
6-9600	GRANT FUNDS: Moose Plate Phase 3 Granite/Mortar	\$ -	\$ 20,000.00
<b>TECHNOLOGY MANAGEMENT EXPENSES</b>		\$ 799.98	\$ 500.00
6-5010	Library Tech Maintenance	\$ -	\$ 500.00
6-5020	Library Equipment	\$ 799.98	\$ -
<b>OTHER DIRECT COSTS</b>		\$ 600.00	\$ 600.00
6-4035	COVID Related Expenses (UNREIMBURSED)	\$ -	\$ -
6-6020	Staff Reimbursed Purchase	\$ -	\$ -
6-6090	Trustees of the Town Trust Funds (Total from 4-5030)	\$ -	\$ -
6-6095	Friends of Tucker Free Library Reimbursed Purchase	\$ -	\$ -
6-7020	GRANT FUNDS: NHH Speaker (Reimbursed by NH Humanities)	\$ 600.00	\$ 600.00
<b>TOTAL LIBRARY OPERATIONS BUDGET</b>		\$ 115,270.74	\$ 332,197.64