



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
STATE COUNCIL on the ARTS

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

January 13, 2020

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 261:97-c, Use of Funds, authorize the Department of Natural and Cultural Resources, State Council on the Arts to award a Conservation Number Plate (Moose Plate) Grant to the Town of Hillsborough - Fuller Public Library (VC #177407), Hillsborough, NH in the amount of \$18,021 for the conservation of the ornately painted ceilings effective upon Governor and Executive Council approval through June 30, 2020. 100% Other Funds (Agency Income)

Funding is available in account, Conservation Plate Fund, as follows:

03-035-035-350010-34050000-073-509074 – Grants Non-Federal

FY 2020
\$18,021

EXPLANATION

Pursuant to RSA 261:97-c, Moose Plate Funds are used to promote the use and conservation of cultural resources in New Hampshire and to preserve the cultural heritage that belongs to all New Hampshire citizens by providing for the preservation of publicly owned historic properties.

The Governor John Butler Smith House (Smith House), which has been open to the public for 93 years as the town library, is significant in the area of architecture, as one of New Hampshire's most splendid representations of Queen Anne residential architecture. It is one of the few known residential examples of New Hampshire's most prolific late nineteenth/early twentieth century architect, William M. Butterfield.

The interior of the building in the 1891-1892 section is extravagantly finished with carved oak and mahogany woodwork, ornately painted ceilings, and stained glass windows, while the remainder of the 1866 section is more simply finished and retains its Italianate features.

In order to preserve the artistic integrity of the Smith House, repairs should be made to conserve the ceilings, as well as the frieze on the first floor of the building. The Fuller Public Library has been in the Smith House for 93 years and the ceilings have never been cleaned. Several renovations and repair projects have been completed with a variety of funding. The ceiling is the last remaining renovation portion needing attention. The 12-foot ceilings, hand-painted and ornately decorated when the building was built, are in need of repair and cleaning. The ceilings are works of art, hand painted with gold leaf details.

The Attorney General's office has approved the agreement as to form, substance and execution.

Respectfully submitted,

Sarah L. Stewart
Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and Town of Hillsborough/Fuller Public Library (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

- GRANT PERIOD: FY2020**
- OBLIGATIONS OF THE GRANTEE:**
 - The Grantee agrees to accept \$18,021.00 and apply it to the program(s) described in the grant application and approved budget for **To support the restoration of the 93-year old hand painted frieze on the ceiling.** In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
 - Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:

Fuller Public Library is supported in part by a grant from the New Hampshire State Council on the Arts & the Mooseplate License Plate Program.
 - The Grantee acknowledges that the NHSCA Program Coordinator may schedule a site visit to the organization and may request a site visit from the NHSCA.
 - The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.
- PAYMENT** will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council
- FINAL REPORT:** The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.
- SOVEREIGN IMMUNITY:** No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency
[Signature] 12/20/19
Signature Date

DNCR APPROVAL

[Signature] 1/16/20
Sarah L. Stewart, Commissioner Date

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:
[Signature] 1/30/2020
Office of Attorney General Date

DEBORAH J. McDONALD
NOTARY PUBLIC/JUSTICE OF THE PEACE
MY COMM. EXPIRES OCT. 23, 2024

GRANTEE SIGNATURE

Org/ Name: Town of Hillsborough/Fuller Public Library
Address: 29 School Street, Hillsboro 03241
Samantha Gallo
Printed Name of Authorized Official for Grantee
[Signature] 12/19/2019
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF Hillsborough

On the 19th day of December 2019 before the undersigned officer, personally appeared
Samantha Gallo
(Print name of person whose signature is being notarized)
or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.
[Signature]
Notary Public/ Justice of the Peace
Printed Name: Deborah J McDonald
My Commission expires: _____

Board Resolution

I Deborah McDonald, hereby certify that I am duly elected Clerk/Secretary of
(Name)

Town of Hillsborough. I hereby certify the following is a true copy of a vote taken at
(Name of Organization)

a meeting of the Board of Directors/shareholders, duly called and held on December 10, 2019
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Samantha Gallo is duly authorized to enter a
(Name and Title of person signing grant agreement)

Contract on behalf of Fuller Public Library / Town of Hillsborough with the
(Name of Organization)

NH State Council on the Arts State of New Hampshire and further is
(Name of State Agency)

Authorized to execute any documents which may in his/her judgment be
desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full
force and effect as of the December 10, 2019. I further certify that it is understood that the
State of New Hampshire will rely on this certificate as evidence that the person listed above currently
occupies the position indicated and that they have full authority to bind the corporation to the specific
contract indicated.

DATED: 12-10-19

ATTEST: Deborah J. McDonald
(Name and Title of Clerk/Secretary)



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Town of Hillsborough PO Box 7 Hillsborough, NH 03244	Member Number: 200	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	1/1/2019	1/1/2020	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2019	1/1/2020	<input checked="" type="checkbox"/> Statutory	\$2,000,000
			Each Accident	\$2,000,000
			Disease - Each Employee	
			Disease - Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
Town of Hillsborough PO Box 7 Hillsborough, NH 03244			By: <i>Mary Beth Purcell</i>
			Date: 11/4/2019 mpurcell@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



New Hampshire
State Council on the Arts

GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization: Fuller Public Library / Town of Hillsborough

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

The mission of the Fuller Public Library is to serve all members of the community by providing materials to meet their informational, educational, and recreational needs.

2. Salary of Administrator:

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

\$37,145.68

Attach the Following:

- ✓3. DUNS Number (If not provided on application) 02-6000-394
- ✓4. Resume of Administrator.
- ✓5. Financial Statement:
A one-page financial statement of your organization's most recently completed fiscal year.
- ✓6. Board of Directors:
A list of the current directors and officers of your organization.
Please do not include any personal information such as home addresses, phone numbers or emails.
- ✓7. List Geographic Areas Served by Organization Hillsboro, Deering, Windsor
- ✓8. Certificate of Liability and Workers Comp Insurance with the Department of Natural & Cultural Resources as the certificate holder
- 9. Please include a copy of a current year Certificate of Good Standing. (if not provided with the application)
If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

Fuller Public Library Financial Report

Fiscal Year Ended December 31, 2018

EXPENSES

FICA & Medicare	\$8,119.64
Health & Dental	\$50,750.84
Payroll	\$98,231.08
Retirement	\$5,266.35
Adult Programs	\$1,414.86
Advertising	\$6.00
Automated Library System	\$1,086.84
Bank Fees	\$48.00
Books	\$9,669.84
Children's Program	\$729.52
Clock Maintenance	\$200.00
Computer & Technology	\$398.00
Dues & Conference Fees	\$674.96
Electronic Materials	\$1,157.99
Equipment	\$326.66
Furniture	\$45.00
Garden	\$48.94
Gifts	\$90.58
Maintenance	\$768.10
Media	\$1,166.94
Memorials	\$484.50
Mileage	\$543.35
NH Humanities Council Programs	\$270.00
Passes	\$780.00
Periodicals	\$1,844.49
Postage & Delivery	\$303.26
Summer Reading Program	\$1,621.05
Supplies	\$2,246.17
Teen Program	\$169.21
Telephone	\$830.12
Tote Bags	\$53.25
Transfer to NHPDIP	\$50,000.00
Web Page	\$228.00
Workers' Comp	\$277.00
TOTAL EXPENSES	\$239,850.54
Balance on hand Dec. 31, 2018	<u>\$ 22,551.68</u>
	\$262,402.22

Fuller Public Library Financial Report

Fiscal Year Ended December 31, 2018

RECEIPTS

Book Sales	\$1,989.08
Cartridge Recycling Program	\$17.25
Copies & Faxes	\$1,205.36
Donations/Gifts	\$472.00
Fines	\$317.79
Grants	\$200.00
Lost or Damaged Books/Media	\$443.82
Museum Passes	\$99.75
New Books	\$215.87
NH Humanities Council	\$250.00
Nonresident Fees	\$833.00
Other Income	\$184.07
Raffle	\$285.00
Reimbursement	\$468.18
Solomon Fund	\$6,045.07
Tote Bags/T-shirts	\$246.35
Town Appropriations	\$180,267.91
Town of Windsor Appropriations	\$1,000.00
Transfers from NHPDIP	\$9,638.16
TOTAL RECEIPTS	\$204,178.66
Balance on hand Jan.1, 2018	<u>\$ 58,223.56</u>
	\$262,402.22

Fuller Public Library Board of Trustees:

Philip Daley – chairperson

Melinda Gehris

Norma Hubbard – treasurer

Robert Woolner – secretary

Helen Cole

Riché Colcombe – alternate

Sara White - alternate

Samantha Gallo

Objective

My goal will be to keep Fuller Public Library the friendly and welcoming place it has been. To keep the library moving forward into the 21st century, keeping the library up to date with technology in a responsible way and helping patrons with their educational and recreational needs. It's important while working in a small town to learn people's names, their reading habits and their likes. I am willing to take any classes or attend workshops that will help me to be better at achieving my goal.

Education

ASSOCIATES | MAY 1987 | HESSER COLLEGE

- Major: Early Childhood Education
- Related coursework: Received Paraeducator Certificate from the State of NH

PARALIBRARIAN | TO BE COMPLETED BY JANUARY 2018 |

A voluntary program designed to recognize the involvement and contributions of paraprofessionals in New Hampshire. Paraprofessionals (nonMLS staff) support the missions of school, public, academic, and special libraries throughout the state by providing important services, being involved in professional development activities, and demonstrating commitment to their work. The certification is not a substitute for a Master of Library Science degree or any other degree or certificate.

Levels I-III: I have been working on my certification for a few years; attending library workshops, viewing webinars, and being involved in my library. I am hoping to complete the final level, IV, by the end of this year. This program is managed through the New Hampshire Library Association. My portfolio of work through Paraprofessional Level III has been accepted by NHLA, Paraprofessional Committee.

Classes and webinars included in my portfolio:

- Follett Destiny Workshop-The local libraries (Fuller and Hillsboro-Deering Schools) operating system
- Collection Development - How to maintain your collection through purchases, donations, and weeding
- Weeding Workshop - How, why and when to discard books from your collection
- WordPress (web design)
- Technical Services - The Dewey Decimal System and MARC records
- Public Service - ethics and public service, basic reference sources, evaluating reference sources and the reference interview
- Ancestry.com - how to help patrons use Ancestry
- Memoirs/Biographies - What is a memoir and what is the criteria for purchasing memoirs and biographies for your library
- Makerspaces - Creating spaces where kids and adults can visit and create (example: we have Legos, Lincoln Logs and crafts for the kids)
- Copyright and Publishing
- Book Repair

- Basic Cataloging
- How to use the NH State Library's interlibrary loan program (ILL)
- 3D Printer Training – NH State Library training with 3D printers to be borrowed from the State Library
- Library Management - public relations, marketing, communication with staff, governance and role of trustees, making library policies
- Uses of Library Apps. – purchasing apps for use on phones and other devices, and evaluating their usefulness

Skills & Abilities

MANAGEMENT

- I am organized and good at time management. I keep charts and check lists for weeding and inventory. I have a good relationship with my co-workers. I frequently leave "To Do" lists on the front desk for volunteers and newer employees needing direction.
- Assisting patrons with computer issues-I am usually the go-to person to assist patrons with computer questions or concerns.

COMMUNICATION

- I am approachable and user friendly. I have good relationships with our patrons and fellow staff. I enjoy reader advisory for both children and adults. When new books arrive I know what patrons are reading and will notify them regarding our new acquisition.

LEADERSHIP

- I was a member of the Hillsboro-Deering Elementary PTO. I held the President position for 8 years. I created an agenda for and ran the meetings monthly. I was on the playground fund raising committee, we raised over \$95,000 to build the playground that is currently at the school.

Experience

TECHNOLOGY | PROGRAMMING | FULLER PUBLIC LIBRARY | FEBRUARY 2011-PRESENT

- I started as a part-time employee in February 2011 and moved to full-time in July 2013.
- My duties now include: cataloging and processing new books, inventory of the library once a year, weeding books (for the director to approve), repairing books, organizing the monthly How To's Days, coordinating our new Adult Paint Night as well as other annual events such as Wreath Making and Hillsborough's Olde Fashioned Christmas crafts, Holiday Raffle, updating the website and Facebook page, Interlibrary Loan (ordering, returning and receiving of loans from other libraries), creating a monthly calendar of events and the countertop reminders for all events as well as the monthly newsletter.

PARAEDUCATOR | HILLSBORO-DEERING ELEMENTARY SCHOOL | AUGUST 2001-2013

Special education paraeducator: worked with students at every grade level in the elementary school. Assisted children in their school day either educationally or with medical needs. I have had hours of professional development.

I received a thank you letter from the HDES Leadership Team, "You do all these things selflessly, without seeking any kind of acknowledgement. We are most lucky to have someone of your caliber

working for us." They thanked me for the hours I put in on the Sunshine Committee, organizing health and wellness activities for afterschool, and for inviting Kevin Skarupa from Channel 9 Weather to speak.

DAY CARE SUPERVISOR | PATS PEAK | WINTER 1992-WINTER 1996

. I was in charge of hiring and training staff for the winter ski seasons. I oversaw weekly staff time sheets and reviewed before submitting.

I was Responsible for collecting and delivering the daily receipts and funds for the child care center.

