

EXETER PUBLIC LIBRARY
Board of Trustees Meeting Minutes
May 28, 2024

1. Call to Order: Call to order at 6:05 pm.

Roll Call: Kathy Corson (Chair), Sherry Kostenbader, Davis Moore, Sarah James, Hope Godino, Kathy Boudreau, Barbara Young (Treasurer), Linda Tober.

Absent: Jenny Medlock, Lisa Wilson,

2. Correspondence: None

3. Minutes from Previous Meeting: Kathy B motioned to accept the minutes from the April 23, 2024 Board of Trustees meeting. Linda seconded. The minutes were approved.

4. Reports:

A) Director's Report: The library continues to host many programs for patrons of all ages, including performances, language tables and hobby circles. All programs are posted on the calendar on the library website, are free of charge and are open to the public. The teen summer reading program will start on June 17th and the Children's Room summer reading program will start on July 1.

B) Operating Budget: The updated budget was reviewed.

C) Building, Grounds and Technology: The plumbing issue was investigated. Due to settling in the ground under the Children's Room the pipe going through the area is sagging, which creates a "belly" in the pipe. This results in material collecting and backing up rather than flowing through. The fix involves digging underneath the pipe, lifting it up and adding support. Hope believes there is adequate money in the budget for this, so a request for additional funds from the town will probably not be needed. The repair will require the water to be turned off, and hence the library to be closed, for several days. Hope will look at the calendar and try to identify a period of relatively low activity, possibly in the fall, during which the activity can be scheduled. She is hoping the repair crew will be willing to work over a weekend in order to minimize disruption of the library opening hours.

D) Finance and Fundraising: We have not yet decided whether or not to proceed with an annual appeal in the fall. Hope will collect information on the cost of the appeal compared to its expected revenue and bring it to the June meeting for discussion.

E) Long Range Plan: Hope has some volunteers for the committee and is looking for additional members as well as a facilitator. She anticipates having the committee assembled and ready to start work by October.

F) Personnel and Policy: Hope has been working with staff in the Town of Exeter's human resources department to bring the library staff vacation policy in line with other departments. Overall staff have received less vacation time than in comparable positions elsewhere, resulting in some good job candidates not accepting a job offer at the library.

We first reviewed an updated vacation policy, which slightly expands the number of paid work days awarded to full-time staff members based on their number of years of employment at the library, eliminates paid vacation for part-time employees and formalized the previous informal policy of allowing no staff vacation in the busy months of July and August unless approved by the library director one year in advance. Sarah made a motion to approve the policy, Sherry seconded the motion and the policy was approved.

Hope also expressed that in the future she would like to further increase the amount of paid time off granted to full-time staff members. We asked that she collect more information on this issue, including policies of other area libraries and potential costs resulting from this, to review at a future meeting.

G) Friends of the Library: The Friends have recently had several fundraising events. They have also been approved to receive charitable gaming funds through the State of New Hampshire program and will receive a percentage of the funds collected by the Beach Club Casino in Hampton on 10 dates in June and December. The Friends next meeting will be held at 6:30 pm on Tuesday, June 11th in the library Children's Room.

H) Social: No events are currently scheduled. Hope will look for a date for us to present the staff with an appreciation luncheon, perhaps towards the end of the summer.

5. Continuing Business: Hope is working on the Board of Trustees contact information sheet. Contact information for all trustees must be publicly available. We decided to use email addresses, either personal or through the library, for this.

6. New Business:

A) Davis and Sarah have registered to attend the New Hampshire Library Trustees Association Spring Conference in Concord on June 5th.

B) Nominations for the position of Board secretary were opened and Sarah was the only volunteer. Kathy C moved to elect Sarah to this position and Kathy B seconded. The motion passed.

C) The next Board of Trustees meeting will be held on Tuesday, June 25th, 2024 at 6:00 pm in the library Children's Room.

7. Closed Session, if necessary (RSA 91-A:3 Executive Sessions): None required

8. Public Comment: Carol Eberhardt, a new member of the Exeter community attended the meeting to get information on the library. Carol is a retired librarian and is interested in becoming involved with the library. We strategized about various volunteer opportunities.

9. Adjourn: Motion was made by Sherry to adjourn the meeting, seconded by Davis. Adjournment passed at 7:05 pm.

Respectfully submitted,
Sarah James, Secretary