

AGENDA
Exeter Public Library Board of Trustees
February 3, 2025 6:00 PM

Zoom Invite Link: <https://us06web.zoom.us/j/82608284098>

1. Call to order & Roll Call

6:06 PM Cathleen Toomey, Sarah James, Jenny Medlock, Barbara Young, Julia Lanter, Laura Wyskiel, and Kathy Boudreau

2. Correspondence

- a. Barbara read a letter written by a patron regarding staff members Beth and Shelby. The letter shared how the tech department helped her out when she was struggling.
- b. Chair, Jenny, read an email sent on January 9th from Peter Lennon. He sent an email thanking the Library for another productive year.

3. Minutes last meeting

- a. November meeting minutes reviewed.
- b. Cathleen motions to accept the minutes as is.
- c. Sarah seconded the motion.
- d. Approved.

4. Reports

a. Directors Report

- i. **Annual Public Library Report Submitted to the Town**
- ii. February 3 Report: Julia emphasized that there are still building issues. There have been numerous leaks in the library's fire suppression system since late November. Julia stated this should be a dry system but water is somehow getting in. The library's current fire suppression management vendor is Cintas. Julia is looking for comparison fire suppression management vendors to ensure the library keeps costs as low as possible given that this could be a major building expense to repair or replace the system. Julia stated the library has contacted the same service group used by town, Burns. Julia is waiting to hear back from this company as they toured the building the last week of February for a quote. Julia will compile a list of prices for vendors by the next Trustees meeting on February 24th. Work should be done as soon as possible. Julia did relay to the Trustees that there have been little to no purchases for the library in January until the cost of the repair is known.
- iii. **Budget Update – Things to Consider for 2027 Budget**
 - 1. Julia passed around price comparisons for accounting software. Julia thanked Corey Stevens, the Town of Exeter Finance Department Heard who has been advising her on accounting at the library. The library currently uses Quicken. Julia stated that the current Quicken account is from 2008 with a 2011 update. Corey recommended QuickBooks to Julia, which Julia confirmed other libraries use this software. Julia shared prices for different tiers of QuickBooks services. Julia stated that at least 4 people would need access to the QuickBooks account, those individuals being auditors, book keeper, Trustees treasurer, and library director. With this level of active

members, Julia recommended the middle tier of services. Julia also stated that a new system would be a new annual or monthly expense for the library. Sarah asked Julia to look at current prices for Quicken. The library is a part of tech soup for non-profit discounts and will find non-profit discounts wherever possible.

2. The library's current Human Resource Information System (HRIS) is SoftTime and it is from 2005. Julia stated that last year was the first time staff members needed to use FMLA to which management discovered the system does not use FMLA efficiently. Julia told the trustees that FMLA had to be kept track of manually in an Excel spreadsheet. Julia reiterated this would be another line item in an already tight budget year. Julia compiled and gave members several options of new HRIS vendors. Kathy asked what system the town uses. Julia stated that the town uses MUNIS. Julia also relayed that the town would be happy to let us join them. Jenny asked what other local libraries use. Julia will ask the Seacoast area of libraries what they are using for their HRIS and will look at comparable libraries nationwide and through NELA. Julia stated she will look at vendors and will compile product walkthrough videos and handouts for Trustees to review.
3. The cost of adding a Bookkeeper to the Operating Budget based on the Board's vote in 2025 to hire a bookkeeper was discussed. Julia will move forward with vetting vendors and reviewing pricing options and place any video walkthrough on a share document for the trustees to review.
4. Julia is asking if the Trustees wanted to hire a janitor or building manager. Julia stated this might not be beneficial at the moment, but she wanted to mention it for the trustees to consider for long term plan goals and future budgets.
5. Julia asked the Trustees to consider having legal counsel on retainer in future budgets. The Town's legal council does not cover the Library as it is not a Town Department. If any legal issue were to occur the Library would need to retain council and this would be an added unbudgeted fee.

iv. Trustees of the Trusts

1. Julia and the Trustees of the Trusts will collaborate this year to create a list of call numbers whose classifications meet trust specifications and are therefore eligible for purchase using trust funds. We will also look into if we can purchase digital items whose topic matches the trust specifications. Julia will work with the Trustees of Trusts to find call numbers of books or databases that comply with this limiting language.

v. Select Board Update

1. On January 20th the Select Board approved the Town Budget and Warrant Article 19 which is the Library's Building and Maintenance Fund. They also voted to approve the Director's request to pay two outstanding bills from the Library's 2025 budget related to the Boiler Circulator Pumps failures and the Fire Suppression Leaks.
2. The Select Board have not yet discussed the Library Board's Letter requesting that the Library Board be able to appoint their own mid

cycle replacements. It was submitted via the Town's Mailboxes the day after the November meeting. If the item does not get added to the Select board Agenda, Julia will resubmit the letter after the March election.

3. There is \$10,000 in ADA budget for a universal changing station. The fund will cover most but not all cost of the new Universal Changing Station.

vi. Facilities Advisory Committee

1. Don Briselden and Julia met prior to the January 28th FAC meeting to appraise him of the Library's building and Maintenance ongoing projects. They will meet on a monthly schedule to ensure that committee is aware of the Library Facility and its needs.

vii. Boiler Circulator Pumps Failure Update

1. Boilers have both been repaired and fully paid for.

viii. Fire Suppression System Update

1. Julia stated that most fire suppression systems are 20-year systems, ours currently is almost 40 years and has leaked three times the last two months.

b. Operating Statement- Now including the YTD Quicken report along with Operating Statement

- i. Denise and Julia are looking into a Quicken error where year ends are not balanced and the system reads there is additional funds to pay although all bills are paid and accounted for. This may be a rolled over balance from prior years but all 2023, 2024 and 2025 bills have all been verified and checked and are fully paid and accounted for. Julia and Denise will continue to go back in Quicken into years later than 2023 to see if they can determine where this error is from. Looking into past years was recommended by Corey Stevens.

c. Building, Grounds, Technology

- i. Building manager was discussed.

d. Finance and Fundraising

i. Annual Appeal Update

1. Julia states we are below our usual contribution at this time. Julia stated the Annual appeal currently has collected about \$4,000 whereas we would usually have around \$12,000 by this point in the year. Barbara thought maybe people were confused by monthly donations and assumed their contribution would continue into this year's appeal. Cathleen stated she could work with Julia to create another approach for this campaign which will be ready to ship by June meeting and sent out to patrons starting in September.

ii. Schedule for Appropriation Checks –

1. Barbara made a motion to request twice annual appropriation check from the town. Cathleen seconded the motion.
There was a discussion of the pros and cons of two versus four checks. The change from two to four checks was discussed as a way for the trustees to show they wished to make positive steps with the library's relationship with the town and bring the schedule in synch with the town and its department's appropriation schedule.

2. Barbara rescinded the motion to have appropriation checks received every 6 months. Cathleen seconded the rescinding.
3. Barbara motioned to vote for receiving appropriation checks on a quarterly schedule.
4. Laura seconded.
5. Approved.

e. Long Range Plan

- i. Jenny updates the Trustees about the previous long-range plan meetings. Teens have their questionnaire complete. Adult questionnaire is 1-page front and back consisting of 9 questions. The next Trustee meeting of long-range plan will be on Thursday, February 12th at 5:15 PM. Jenny will not continue on the board in March, she invites the Trustees to attend these long-range planning meetings. Cathleen offered to attend both of these meetings. Jenny stated there is a zoom option for people as well. Julia will ask Melissa at the town offices about having a table at the town elections. Long-range plan Committee meets next on Thursday, February 19th at 5:15 PM. Cathleen asked when the survey will be done. Jenny stated the final plan and results will be ready in December.

f. Personnel and Policy

i. Parental Medical Leave Policy

1. Julia shared the new law which as enacted on January 1, 2026.
2. Cathleen motions to approve the new policy in accordance with current law.
3. Laura seconds.
4. Approved.

ii. Library Director Annual Review

1. Barbara shared the form with the group for each member to fill out an evaluation for the current director. Sarah said the form can be printed and given to each member as well as emailed to members not in attendance. Sarah stated maybe these forms could be completed and discussed at the next meeting, Tuesday, February 24th.

g. Friends

- i. Jenny shared that the Friends' Community Oven fundraiser didn't happen due to weather. It is rescheduled to April 27. Jenny mentioned and thanked the Friends for their generous donations for food for the teens. Charitable giving has changed so the Friends will not be able to benefit this year. According to Friends member, the board for charitable giving have considered putting us back on the board after seeing our current budget.

h. Social

- i. Nothing of note per Jenny

5. Continuing Business

a. Selection of Motorized Universal Changing Station Vendors

- i. Barbara motions to ask town of Selectman for ADA funding.
- ii. Cathleen seconded.
- iii. Approved. This will now go to the Select board for their vote.
- b. Per prior vote, the Library will be changing banks to Newburyport Bank which required a letter to open and establish a business account. Julia read the full letter to the board and the board signed the letter.

- i. Barbara made a motion to change the library's bank to the Newburyport Bank and designate 5 people: Jenny Medlock, Julia Lanter, Denise Fears, Sarah James and Barbara Young as account users.
- ii. Kathy seconded the motion.
- iii. Approved.
- iv. Kathy confirmed that people leaving the board would also have to be present for removing their names. Julia confirmed that there would be an off boarding process too and that trustees would need to show the bank their ID to authenticate the account.

6. New Business

a. 250th Celebrations at the Library

- i. Julia shared the library is helping the town to sell commemorative pins for \$10. Adults and kids room are doing Summer Reading themed "Read White and Blue". There will be a kick off party of old Americana nostalgia the week before July 4th. Julia shared plans for a craft series for patriotic decorations for your home to decorate in anticipation of the festivities. Two grants were awarded to the library and are allowing for further programming related to the 250th.

b. Cathleen told the board of Fort Rock Farm 250th event. Invited the library to sponsor a table for free where we would decorate the table.

c. January 22-31 Public Filing for Elected Officials, 4 Trustee seats up for election in March 2026.

- 1. Deb Wald, Susan Feltus, Kathy Boudreau, Ed Rowan, and Sarah James have signed up for Library Trustee position

d. Sarah brought up concerns about the confusion of the library as a warming center. Julia stated there was confusion because the town thought the Library had a generator and were an official state designated warming station. Julia confirms we do not meet the requirements for state official warming right now. Julia states we would have to purchase generators, and staff would need to be paid for any extra time manning the library during storms. Julia did allow the Fire and Police station to use the space on the last storm day but it was not required. Julia reported to the Trustees that the library bathrooms were at 45 degrees on last Thursday night. The building is not designed well to be a true warming space. It was agreed not to be an official warming center. (no vote taken)

e. Next meeting February 24th at 6 PM @ Exeter Public Library

7. Closed session if necessary

- a. none

8. Public comment

- a. No public comments

9. Adjourn

Barbara motioned to adjourn.

Cathleen seconded to adjourn.

Approved at 7:33 PM.