AGENDA

Exeter Public Library Board of Trustees

October 27, 2026 6:00 PM

1) Call to Order and Roll Call
    a) 6:01 PM
    b) Susan Feltus, Kathy Boudreau, Sarah James, Deb Wold, Barbara Young, Julia Lanter, Diana Perry
2) Correspondence
    a) Corrine & the Northeast Passage Team thanking the library for being a welcoming place.
    b) Meryl and Doug Carmel thanking the library for enhancing life in Exeter.
    c) Egizia Brown thanking Loren Brooks and the staff for all that the library does for the community.
    d) Vicky Drucker complementing Loren Brooks' helpfulness and her work in the team.
    e) Trustees of the Trust
        (1) "In the Charitable Trusts Unit's view, the term "books" as used in the will does not limit purchases to materials in physical, hardcopy, or any other specific format. Thus, so long as the materials purchased are "books"- as opposed to, for example, magazines or periodicals- the Trustees may purchase them in electronic, audio, or other formats."
    f) Staff Letters: Sarah Collinge, Shelby Lennon, Raine Ericson regarding the library including childcare assistance as part of the compensation package in the future.
        (1) Further discussion and research to come
        (2) Thank you to the staff for bringing it to the attention of the trustees.
    g) Amtrak Police Department thanked the library for using the Meeting Room for their 2-day regional training. They gifted the library with a rail spike and a token.
3) Review and Approval of Minutes
    a) Minutes of the previous meeting are available online
    b) Susan motioned to accept the minutes as written.
    c) Sarah seconded.
    d) Passed.
4) Reports
    a) Director's Report-
        (1) Holiday Closure Schedule
            1. To better match the town's schedule the library will have special hours on the half days before holidays: 8:30 AM-12 PM.
            2. The library will be closed on 12/26/2026 to match the town's schedule.
            3. The library will be open on 1/2/2027.
            4. This information will be posted on doors, in the newsletter and on the website at least 2 weeks before.
        (2) Bureau Veritas Facility Assessment Datasheet
            1. The information has been forwarded to the Town to add to their list.
        (3) Quiet Area Started October 1st, 2026
            1. There have not been any complaints about the change, only praise.
            2. People like to sit the space still.
        (4) HVAC Updates -

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1. Resilient- Meeting November 18th to finalize report and project close.
2. The heating system has two broken fan coils.
3. The AC turns on everyday at 2:30 PM in the upper floors. We have reached out to Trane. They have attempted to repair this remotely.
4. Julia has been communicating with Trane that we are planning to sign the contract upon the approval of the Town.
5. Bathroom heaters should be installed on Thursday.

b) Operating Statement-
   (1) Fidium claimed that the Library owes about $17,000 in arrears through a verbal contract. They said that Hope established a three-year contract. The only documentation we have is that they were installing the copper lines in a one-and-done service.
      1. Susan will be working with Julia on a letter.
   (2) Payroll is on track for the end of the year

c) Budget Committee-
   (1) 2027-2028 Budget Season
      1. November 4 at 6 PM is the full Budget Review Committee presentation.
   (2) Foundation
      1. Annual Appeal earnings could be entered here.
      2. Patrons are looking for a place to donate to the library where they know the funds will only be used for the library.
      3. There is interest in getting this started next year. There may need a subcommittee to organize everything, as it would be a separate 501(c)(3).

d) Building and Grounds
   (1) Bureau Veritas asked for materials that Resilient should be presenting in November, so we will be able to close up that study.

e) Technology Committee
   (1) Met October 19, 2026
   (2) Shelby is very well organized.
   (3) They developed a vision and mission statement:
      1. "The Technology Committee advises the Board of Trustees on technology planning, policy, and budgeting, so that the Library's software, hardware, and infrastructure keep pace with the needs of patrons and staff now and in the years ahead."
      2. "The Technology Committee helps the Board plan for, fund, and set policy on the technology the Library and its patrons depend on. Working with an appointed Library staff member as the technology liaison, the committee looks ahead at the Library's needs and brings recommendations to the full Board. Its work includes:

         - **Planning:** identifying near-, short-, and long-term needs for software, hardware, and building technology infrastructure, and making sure these are reflected in the Library's long-range plan.
         - **Budgeting:** recommending technology priorities and costs for the annual operating budget and longer-term capital planning.
         - **Policy:** drafting and reviewing technology-related policies for Board consideration.

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- **Emerging issues:** helping the Board think through new developments such as artificial intelligence, including how they may affect library services, patron privacy, and staff work.
- **Coordination:** working with other Board committees and Library departments so that technology decisions support the Library's broader services and goals."

3. Where do AI, cybersecurity and contract negotiation fall into this? Deb will bring this to the next committee meeting to discuss.

(4) Question about scope of committees and statements explaining each committee. Should there be more documentation for future board members? Minutes are being posted and all RSAs are being met. Committees will discuss if more is needed.

f) Fundraising Committee
   (1) Met October 19, 2026
   (2) The library has regained its Nonprofit status, but waiting to receive an official number.
   (3) The Friends approved $1,000 for mailing.
   (4) There will be one matching challenge, unless others want to also host one.

g) Long Range Plan
   (1) Met October 15,2026
   (2) The Trustees all filled out a questionnaire about their thoughts on the future of the library. Using that data, they will draft a statement for the Long Range Plan final report.
      1. Focus from a Trustee point of view,
      2. Popular trends in people's responses included:
         a. Financial support
         b. Compliance with laws
         c. Sustainable services
         d. Meeting the needs of the community,
         e. Conducting continuous surveys
         f. Financial oversight
         g. Infrastructure
         h. Want the library to be healthy in five years
      3. "Robust structure to maintain the library's strength over the next five years"
      4. Many trustees mentioned having a functioning HVAC system as a goal.
      5. The library should create a financial buffer for the people that work here.
      6. There is a need to make sure the budget matches the building and the services.
      7. Ad hoc committee with Sarah James, Deb Wold, Cathleen Toomey and Chandra Boudreau meeting on November 9 at 1 PM to develop the statement.

h) Personnel Committee
   a. No updates.

i) Policy Committee
   a. Met on October 22, 2026
   b. No Trespass Order policy was adjusted.

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c. We have to wait for the Town of Exeter to review NTO Form before it is able to be finalized.

j) Friends of the Library
   a. Met October 20, 2026 in the Children's Craft Room
   b. They are going to Alnoba on Thursday, October 29. It is a sold out outing.
   c. They agreed to pay for postage in the Annual Appeal.
   d. There is some optimism for Charitable Gaming to be coming back.
   e. Several fundraisers on the horizon including Otto and Community Oven.

k) Social Committee
   a. Bill Childs October 10th Dedication
   b. The Sunshine Fund was reestablished.

l) New Trustees Committee
   a. No updates.

5) Continuing Business
   a) Budget Version 2 review and vote
      (1) New staff affected the healthcare and rates thus an updated budget.
      (2) Kathy motioned to accept to Version 2 of the budget.
      (3) Diana seconded.
      (4) Passed.
   b) The town has been contacted to determine the status of the tusk.
6) New Business
7) Public Comment
8) Adjourn –
   a) Next Meeting November 24th at 6:00 PM in the Children's Craft Room
   b) Susan motioned to end the meeting.
   c) Diana seconded.
   d) Adjourned at 7:42 PM.

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