

**Exeter Public Library Board of Trustees**  
**November 25, 2025 6:00 PM**

**1. Call to order & Roll Call**

- a. Call to order 6:00 PM
- b. Jenny Medlock, Barbara Young, Sarah James, Kathy Boudreau, Laura Wyskiel, Cathleen Toomey, Julia Lanter

**2. Correspondence**

- a. Email from Trustees of Trust moved to Director's Report
- b. Letter from Appleseed thanking for hosting a scarecrow

**3. Minutes last meeting**

- a. For future meetings, minutes will be viewed online and not printed
- b. Cathleen motioned to accept minutes.
- c. Kathy seconded.
- d. Approved.

**4. Reports**

**a. Directors Report**

**i. Budget Update**

1. The Budget Recommendations Committee (BRC) met on November 10 and approved the updated library budget with the caveat that the Library maintain ongoing communication with the Finance Office and coordinate with Public Works when repairs are needed. Julia has arranged with Corey Stevens, Head of the Finance Department, to receive the Trustees' Monthly Financial Reports starting this month.
2. There was a question at the meeting about bookkeeping with Munis, but to align with RSA 202-A, the library is separate financially. The auditor system is the same. Sufficient safeguards are in place ensure that the library is secure.

**ii. CIP Update**

1. The Building Maintenance Fund proposal was approved. It will be on the ballot in March. At the deliberative session on January 31, 2026, dollars amount can be changed and language cannot. It is recommended for people to come support the library at the deliberative session.

**iii. Trustees of the Trusts**

1. Trustees of the Trust have asked if there is any more funds to be used in 2025. There are not.
2. A letter needs to be submitted for use of funds next year.
  - a. Sarah motioned to submit a letter.
  - b. Barbara seconded.
  - c. Approved.
3. The Trustees of the Trust are open to a meeting to consider modernizing the language of trusts and match what Dewey Decimal number goes with which books based on the language of the trust. If language is not able to be matched, the trustees can go to the trust oversight committee to update it if really needed.
4. The fund is very well managed and the Trustees of the Trust are trying to make the money work as best as possible.

5. Year-end reports are being finalized. The proposed list of recommended Dewey Decimal classifications that align with each Trust's original language and intent will be jointly reviewed and approved by both the Library Trustees and the Trustees of the Trust to ensure appropriate stewardship and compliance with donor directives
- iv. **Hoopla** has been shutoff as of November 15<sup>th</sup>.
  1. Everything has been going well with the shutoff. People are generally sad, but understanding.
  2. The library is part of the Libby Advantage program, where we can buy items just for Exeter residents if needed. People need to ask for purchase just like a book.
  3. The company has agreed to keep the account open so we can restart it at any time if donations make it possible.
- v. **Trustees Update**
  1. On November 10<sup>th</sup> Select Board approved Laura Wyskiel as Interim Library Trustee. Laura is now a voting member.
- vi. **Facilities Advisory Committee**
  1. Julia met with them last Thursday, November 20 in the interest of the Long Range Plan. They recommended that the Library be added to the Town's Condition Assessment Database.
  2. This was created last year to track other municipal buildings and is a data-informed way to catalog the Library's physical condition.
  3. The Committee is willing to assist the Library with two major issues, #1 the deterioration of the 1987 parts of the building and #2, the ongoing HVAC Issues Punch List.
  4. The Select Board would also need to approve the library joining.
  5. It would help the community to track what issues may arise and how much it would cost. It continues to provide clarity with the town.
  6. Cathleen motioned to submit the library to the Condition Assessment Database.
  7. Barbara seconded.
  8. Approved.
- vii. **Boiler Circulator Pumps Failure**
  1. On November 13<sup>th</sup> we called Dowling because there was a minor leak in the pump seal in the Library's Boiler Circulator pump, showing it was failing. There are two pumps. The leaking pump was removed to be rebuilt and the pump was diverted to pump 2.
  2. On November 21<sup>st</sup> pump two catastrophically failed and as of November 25<sup>th</sup> we are still waiting for either a new pump or our first pump to be rebuilt to solve the issue. Dowling did not want to shut off the boiler to preserve the rest of the pipes. Public Works assisted the Library with diverting the water flow to our sump pump and covering the sensors and we are very appreciative of their assistance. Dowling attempted to fix it on Friday, but was unsuccessful. They located a part on Tuesday, November 25 and it is now in process. The Friends fortunately are able to cover the \$10,000 so the library can remain open.

3. The quote has been signed off on and will be completed as soon as it's ready.

**viii. Animals at the library**

1. There was also a series of animals (squirrels, bird, potentially raccoon) in the building and a roof tile needed to be repaired. Thanks to the Exeter Police Department for helping with the bird removal.

**b. Operating Statement**

- i. Error in last statement with Lost Materials-Adult should be 304.44.
- ii. According to Corey, the salary budget should have about \$5,000 left over at the end of the year. The trustees discussed moving \$4,000 from salaries to the operating fund to support any other issues in the last month and the bills from November and December.
  1. Barbara motioned to move \$4,000 from the salary savings to the operating fund.
  2. Cathleen seconded.
  3. Approved.

**c. Building, Grounds, Technology**

- i. See Director's Report.

**d. Finance and Fundraising**

**i. Annual Appeal Update**

1. The 2025-2026 campaign has begun. There are posters in Children's Room and Main Floor explaining difference of cost from 2016 to today.
2. The first few checks have already come in!
3. The recent building difficulties should also be posted in the newsletter with the annual appeal information.

**e. Long Range Plan**

- i. The second meeting was last week. The teen group is also very active and wanted to meet in December. The adult group decided to also meet in December to keep the momentum going
- ii. Pre-committee meets next on December 11<sup>th</sup> at 5:15 PM.
- iii. The next steps include trying to figure out the questions and be accessible.
- iv. Jenny will not be continuing her term, so she is hoping another Trustee will join the meeting to help smooth the transition.
- v. Full committee meets on December 18<sup>th</sup> at 5:15 PM.

**f. Personnel and Policy**

**i. Record Retention Policy**

1. This stems from HR training recommending to include a policy based on the laws. The library already has to follow them whether the policy is adopted or not.
2. Sarah asked a question about the Personnel File retention length. It was adjusted from 1 year to 3 years after termination.
3. Sarah raised that the Disciplinary records should clarify whichever is longer.
4. There was a question of whether the disposal log is kept for forever. It would be.
5. Kathy mentioned if the library has a troubled employee, the file could put highlighted in the cabinet just in case.

6. FMLA is recommended to store from 3-5 years. The library is picking the minimum length.
7. Sarah raised a question about the trustee non-public sealed minutes. Based on a session at the NHLTA conference, the minutes could be unsealed and then join regular minutes thus needing to keep forever. All sealed minutes have to be reviewed every 10 years.
  - a. Strike five year to “All sealed minutes will be reviewed in accordance to RSA 91-A:3”
8. They discussed what to save on these records on including external hard drives, CDs, or USB drive.
9. Cathleen motioned to adopt the Employee Record Retention Policy.
10. Barbara seconded.
11. Approved.
12. Kathy motioned to adopt the Trustee Record Retention Policy.
13. Cathleen seconded.
14. Approved.

- ii. Discussion regarding asking Select Board to make Trustees Appointing Authorities for Interim Library Trustees (there is legal precedent to do so in NH)
  1. Based on previous discussion, Cathleen motioned to request from the Select Board for the Trustees to be made Appointing Authorities for Interim Library Trustees.
  2. Barbara seconded
  3. Approved.
  4. Point of order raised to space out letter of requesting inclusion of the Condition Assessment Database and this one.

#### **g. Friends**

- i. When the money from friends has been received for the boiler pumps, Cathleen will send a note from trustees to thank them.
- ii. Sarah will also write a letter to the editor from the Board to the Friends thanking them to get the word out about how great they are.
- iii. 17 Friends were at the last meeting.
- iv. Charitable gaming at Ocean Gaming gained \$18,000 for their week in October.
- v. They will be submitting a gingerbread house for the Festival of the Trees.
- vi. Otto Pizza is donating 10% of the proceeds of dine in or take out on Monday, December 1.
- vii. The Friends have tabled discussion on funding Hoopla.
- viii. Martha and Andrea are to meet with Julia on 12/10 to talk about the complexities of Hoopla.
- ix. We are so grateful to them to save the day!

#### **h. Social**

### **5. Continuing Business**

### **6. New Business**

- a. 250<sup>th</sup> Celebrations at the Library
  - i. The library has selected “Read, White and Blue” as the summer reading theme. The kickoff party will be on Wednesday, July 1.

- ii. The following week for the American Independence Festival, there will be a community movie on Tuesday. The musical 1776 will be shown all over the library (Children's Room, Teen Scene, Meeting Room, and Main Floor), so many people can enjoy in a space that is comfortable for them.
- iii. Throughout year, the library will be doing other programs.
  - 1. We have applied to a NH Humanities grant to show Ken Burns' American Revolution episodes and have speakers over 6 weeks.
  - 2. We are joining a NASA grant which allows for fun science projects throughout the year. One is to help National Library transcribe historical documents. The first will be on December 11.
  - 3. Teen and the Nonfiction book groups will be reading on theme. There will also be a special one-off group too.
- iv. We have been in conversation with the Historical Society and AIM to collaborate on NH Humanities programs to bring many events to Exeter
- v. We are looking into lots of grants to bring in as much as possible in a tight budget year.

- b. If Trustees are looking to renew their term, the window to apply is approximately January 22-31 Public Filing for Elected Officials. There will be 4 Trustee seats up for election in March 2026.
- c. Next meeting January 27 PM @ 6 PM at Exeter Public Library. Reminder the Director's evaluation with Personnel Committee should also occur in January.

**7. Closed session if necessary**

(RSA: 91-A: 3 Executive Sessions)

**8. Public comment**

**9. Adjourn**

- a. Barbara motioned to adjourn.
- b. Cathleen seconded.
- c. Approved.
- d. Meeting adjourned at 7:23 PM.