

AGENDA
Exeter Public Library Board of Trustees
March 24, 2026 6:00 PM

1. **Call to order & Roll Call**
 - a. Sarah James, Barbara Young, Cathleen Toomey, Diana Perry, Sherry Kostenbader, Susan Feltus, Deborah Wold, Julia Lanter
 - b. Call to order 6:02 PM by Sarah James
2. Barbara moved to elect officers to after minutes.
 - a. Sherry seconded.
 - b. Approved.
3. **Correspondence**
 - a. None sent.
4. **Minutes last meeting:** https://www.exeterpl.org/files/ugd/48fbf9_14f6b7c202e54838b7dfdc6b07e8830c.pdf
 - a. Barbara moved to accept minutes from February 24, 2026.
 - b. Cathleen seconded.
 - c. Approved.
5. Election of new officer
 - a. Cathleen as a representative of the Nomination Committee nominated Barbara Young as Chair, Sarah James as Vice Chair, Cathleen Toomey as Secretary, and Katherine Boudreau as Treasurer.
 - b. Susan Feltus seconded.
 - c. Approved.
6. **Reports**
 - a. **Directors Report**
 - i. Town Budget and Warrant Article 19 Passed on 3/10.
 - ii. A representative of the Trustees of the Trust walkthrough next steps with Library's new Building and Maintenance Expendable Trust fund at April 28th meeting. They will go through laws regarding the trusts and how to take money in and out. The type of trust set up allows for the Friends to help fundraise for this fund specifically
 - iii. ADA Changing Table will arrive and be installed this Friday, March 27. The old changing table was collected by Parks & Recreation on March 20. Signage will be put up and we will make announcements widely when it is completely ready.
 - b. **Annual reading of the Trustee Guidelines**
 - c. **Operating Statement**
 - i. Electricity is higher than anticipated. Staff will monitor and consider ways to reduce electrical usage in the building. A resolution to the HVAC system issues may also reduce the electricity.
 - ii. Little spending has been done to hold back until the numbers regarding the Fire Suppression System and the HVAC system are confirmed.
 - iii. Everything else is where we anticipate for this time of year.
 - d. **Building, Grounds, Technology**
 - i. HVAC meeting with Commissioning Agent Resilient Buildings on Wednesday, March 25 @ 9 AM in Library.

- ii. ARSL Grant Application - Submitted for Technology Security Upgrade for Internet System (Newest parts of system already 5 years old). We should be informed by the end of April. We have found another grant if we do not get this first one.

e. Finance and Fundraising

- i. Banking Update – Account established at Newburyport Bank on March 11. Kathy Boudreau will need to sign as the new Treasurer.
- ii. Trustee of the Trust Fund – Jan- Feb MS-9 Report
 - i. A reminder that at some point this year the library will be meeting with the Trustees of the Trust to clarify the call numbers applicable to the different trusts and the types of resources that can be purchased.
- iii. Business Solutions of Exeter will be coming to the Library on April 22, 2026 at 9 AM to consult on an update of the Library’s banking software. The current software used is Quicken from 2003. Business Solutions will also provide quote for bookkeeping services.
- iv. Annual Appeal is currently at 35% of the goal. Online thank you cards are up to date.
 - i. The posters in the library will be taken at the end of May to get ready for summer reading.
 - ii. Post cards for the next Annual Appeal will be ready for June

f. Long Range Plan

- i. 125 surveys have already been completed. The goal is 1,000.
- ii. There are lots of plans for distribution. If you want to be involved, please let Cathleen know.
- iii. Next meeting is on April 16th, 2026 5:15 PM.

g. Personnel and Policy

- i. Chandra Boudreau hired as Assistant Director as of 3/16/2026.
- j. Two open Page positions and one open part-time Library Assistant position for the Children’s Room. Six Page candidates have already been interviewed. There is one internal candidate for the part Time Library Assistant Position.

k. Friends

- i. Next meeting is on April 21th, 2026 6:30 PM.
- ii. Community Oven fundraiser is on April 27.

h. Social

i. Continuing Business

- i. Elect new officers (moved to after Minutes)
- ii. Sign up for Committee & Schedule Committee Meeting times & frequency
- iii. May 27 NHLTA Annual Meeting Doubletree in Manchester
 - 1. Sarah James, Deb Wold, Susan Feltus will be attending.

7. New Business

- a. Next Meeting April 28, 2026 @ 6:00 PM in Library Children’s Craft Room
- b. Inconsistency in books of \$10,000 was explained by Quicken not calculating the Annual Appeal correctly and making it a redundancy.

8. Public comment

9. Adjourn

- a. Cathleen motioned to adjourn the meeting.
- b. Sarah seconded.
- c. Approved at 7:41 PM.