

AGENDA
Exeter Public Library Board of Trustees
June 23, 2026 6:00 PM
Zoom

Link:<https://us06web.zoom.us/j/84214473698?pwd=pN7DpFDdqCmebz7x5Ez4AXGlaow1Ho.1>

1) Call to Order and Roll Call

- a) Barbara Young, Sarah James, Kathy Boudreau, Sherry Kostenbader, Diana Perry, Susan Feltus, Deb Wold, Lisa Wilson, Julia Lanter (Director)

2) Correspondence

3) Review and Approval of Minutes of the previous meeting are available at:

https://www.exeterpl.org/_files/ugd/48fbf9_e8d5ca58aa714f9593436db72e252d6f.pdf

- a. Sarah James motioned to accept the minutes as is.
- b. Susan Feltus seconded.
- c. Change Corey from “will provide” to “provided”.
- d. Motion is carried.
- e. Lisa Childs-Wilson arrived at 6:06 PM.
- f. Cathleen Toomey joined via Zoom at 6:13 PM.

4) Reports

a) Director’s Report-

- i) **ALA-**Julia will be representing the NH Library Association as the NH ALA Councilor at the ALA Annual Conference in Chicago, IL from June 25-30.
- ii) **Summer Reading Update-** Theme is “Read, White & Blue” for adults and Children and Cryptids for Teens. Program kickoff is July 1st at 1:00 PM
- iii) **PAFs Submitted for 2026- 2027 COLA Starting July 1st, 2026**
 - (1) 2 long-term Pages have had their pay rate adjusted and their roles updated to Library Assistants PT so that their pay is now on the Library and Town Non-Union Pay Scale at the appropriate level.
 - (2) Six pages' pay rates remain off the Non-Union Pay Scale. The goal is to have all staff on the Non- union Pay Scale shared by the Library and the Town of Exeter.
 - (a) Sarah James asked for clarification on the Pages not being on union scale with the town.

- (i) Julia clarified with the Pages work hours versus wages.
- (b) Diana Perry asked what is the specific wage for Pages.
- (c) Sarah James asked if we distinguish between a teenager Page and a 20+ year old Page.
 - (i) Julia clarified that someone who gets a bachelor degree can be promoted to Librarian Assistant.
- (d) Julia brought up a similar case with Parks and Recreation hiring teens for the summer . She recommended two Pages a year get pushed to the town scale (based on longevity).

iv) **HVAC Updates -**

- (1) Resilient Building Group met on June 10th at 1:00 PM.
- (2) Trane was on site June 5th making major updates.
- (3) Dowling was called to do work on a faulty sensor and replaced a valve.
- (4) Unitil placed sensors and started work on the Library's Energy Audit Monday, June 22. They will be posting sensors that will capture information about the HVAC performance, which will be used to create a punchlist of items to repair or replace and a timeline for future improvements.
 - (a) Neither Dowling nor Unitil has concerns with the library's energy efficiency.
 - (b) Susan Feltus asked if we have to pay a power manager. If they are hired after the audit, then yes they will be paid, but they can help us find grants to pay for it. Susan recommended we look into *Clean New Hampshire*.

v) **Storage Units -** Jeff Beck is working on moving items to the transfer station.

- (a) We are waiting to reschedule this move as it rained.

vi) **New Building Maintenance and Infrastructure Trust**

Update- Peter Lennon and Julia have been working on behalf of the Trustees of the Trusts and Library Board to clearly define in a foundational document the Library Board's intention behind the use of the word "infrastructure" in the new Infrastructure Expendable Trust Fund created by public vote in the March 2026 election.

- (a) Sarah James mentioned that members of this committee should meet with him to set up a trust.
- (b) Julia recommended that the Building and Maintenance Committee meet to create and update a template based on the creation of the trust,

recognizing that a template may not fit all specific situations.

(c) Deb Wold asked if we knew their next meeting date.

(i) Their next meeting is July 21 at 10 AM. If we had enough people, we could vote on that same day.

(ii) There is a Friends of the Library meeting that day. Sarah James proposed a virtual meeting and vote. The town meeting is at 10 AM, Trustees will vote at 6 PM.

(iii) Sarah James asked for a count of who could attend. 6 said they could: Sarah James, Kathy Boudreau, Susan Feltus, Cathleen Toomey, Barbara Young, and Deb Wold.

(d) Sarah James and Julia Lanter clarified there would need to be a meeting before July 21 to prepare for it. They would focus on defining the infrastructure paragraph.

vii) **Library Closure** - July 4th and July 3rd (Town of Exeter Observing July 4th on 3rd and Town Offices are closed).

(a) Kathy Boudreau asked for clarification on floating holidays.

(i) Julia explained that the floating holidays are: Juneteenth, July 4th, Veterans Day, Christmas Eve, Christmas, New Year's Day, and New Year's Eve.

(b) Sarah James questioned why the library should be closed on Fridays if we are also closed on Saturdays for holidays that fall on the weekend.

(c) Barbara Young and Julia clarified following the town's schedule is why they were looking at this change.

(d) Diana Perry made a motion for the July 4th, 2026 Saturday closure.

(e) Susan Feltus seconded.

(i) Kathy Boudreau - aye

(ii) Lisa Childs-Wilson - aye

(iii) Sherry Kostenbader - aye

(iv) Susan Feltus - aye

(v) Diana Perry - aye

(vi) Barbara Young - aye

(vii) Sarah James - aye

(viii) Deb Wold - aye

(ix) Cathleen Toomey - aye

b) **Operating Statement-**

- i) Electricity is high in Exeter and the Library is reflecting this. See <https://www.seacoastonline.com/story/news/local/2026/06/03/exeter-nh-electric-bills-higher-community-power/90365610007/>

c) **Budget Committee-**

i) **2027-2028 Budget Season**

(a) Kathy Boudreau stated the other trustees need to provide information to the Edward Jones Fund as authorized users.

(i) Hope Godino and Denise Fears had not been authorized users in the past, but were allowed to deposit and pick up checks. Julia questioned if she should be added or not.

(ii) She could be added as a “Person with Online View and Share Access” allowing her to look at the account and ask questions, but not be an authorized user. Both director and a bookkeeper are to be added as such.

1. Deb Wold motioned it.
2. Sherry Kostenbader seconded the motion.

- a. Kathy Boudreau - aye
- b. Lisa Childs-Wilson - aye
- c. Sherry Kostenbader - aye
- d. Susan Feltus - aye
- e. Diana Perry - aye
- f. Barbara Young - aye
- g. Sarah James - aye
- h. Deb Wold - aye
- i. Cathleen Toomey - aye

ii) **Foundation**

(a) Julia looked into creating a foundation so fundraising and donations can be held for the library in a foundation for future uses. There is an anonymous donor looking to donate a 401k to the library.

(b) Cathleen Toomey mentioned that the fundraising committee has been looking into it, and that as library trustees, they cannot solicit for the library. But, with a foundation, they are more flexible with fundraising.

(c) Portsmouth Public Library is currently doing the same thing.

(i) Sherry Kostenbader motioned to proceed to set up a foundation.

(ii) Diana Perry seconded the motion.

1. Cathleen Toomey - aye

2. Kathy Boudreau - aye
3. Lisa Childs-Wilson - aye
4. Sherry Kostenbader - aye
5. Susan Feltus - aye
6. Diana Perry - aye
7. Barbara Young - aye
8. Sarah James - aye
9. Deb Wold - aye

(d) Lisa Childs-Wilson asked if the 401k donor would come forward to speak publicly about this.

- (i) Julia thought they would be interested in doing so.

iii) **Consider Adding PLA Survey fee to annual budget \$430**

- (1) Allows access to PLA survey data specific to Public Libraries, including data mapping, graphics, and budget comparison tools that benchmark Exeter against libraries serving similar community sizes and demographics. These features support clear, visual communication to the public about how Exeter's budget aligns item-by-item with peer institutions.
- (2) Julia clarified this and the following items are more long term items.
- (3) The consensus was this could be done in the future, but not now.

iv) **Consider Adding Exeter Chamber of Commerce fee of \$225 to annual budget,**

- (1) Includes access to the Chamber's advertising newsletter and full participation in Chamber events. Jennifer Wheeler and Julia Lanter are exploring the possibility of Julia serving as a Chamber Ambassador should the Library join as a member. Notably, Kingston Public Library and Kensington Public Library already hold Ambassador roles.
- (2) Deb Wold brought up by doing so that it could give us a break on fees.
- (3) Susan Feltus mentioned we may not want to wait another fiscal year for this.
- (4) Deb Wold asked if we should make a motion for the Chamber of Commerce.
- (5) Susan Feltus mentioned maybe asking the Friends to cover the price?
- (6) Sarah James debated if it would be worth it currently.
- (7) Susan Feltus mentioned it would help us bring people who are not already into the library.

v) **Assabet Museum Pass & Meeting Room Patron Sign Up Software**

- (1) Annual fee \$2,450. The one-time set-up fee of \$550, Would save staff and patron time by making sign up for meeting room and museum passes available on the Library Website. It includes a calendar feature which would allow patrons to print off a monthly Library Events calendar.
- (2) Julia doesn't think Assabet for this year, but it could be worked into long range planning and future budgets.
- (3) The Children's Room reference statistics show that as of 6:45 PM on 6/23/26 there had been 62 questions about museum passes in June.
- (4) Julia mentioned she gets roughly 20 emails in her inbox about room rentals a day.
- (5) Assabet is customizable, and able to set restrictions that apply best for us.
 - (a) A staff member can double check the responses as well.
- (6) It could take a month to set up the parameters with the company.
- (7) Patrons have requested online museum pass reservation access.

vi) **Beanstack** Summer reading and community reading events on app \$2,995 a year.

- (1) This is a patron requested program.
- (2) Manchester, Portsmouth, and Plymouth offer it.
- (3) Sherry Kostenbader asked if Beanstack was a digital library for e-reading.
 - (a) Julia clarified that it is not a digital library, but more of a community encouragement and allows programming opportunities (such as 1,000 Books Before Kindergarten).

d) **Building and Grounds**

i) **Trane Contract** - Parks and Recreation Department and the Town offices may need a new HVAC system. The library may want to explore seeing if the town can get a multi-building contract, so it would be paid in cooperation with the town.

- (1) The issues are not resolved, but we are making progress per Julia.
- (2) Deb Wold asked about the next meeting. Julia said it would be after the next Dowling appointment, so TBD.
- (3) Sarah James said we need a separate meeting with Peter Lennon and his committee to set up the trust.
- (4) Parks and Recreation is pursuing HVAC maintenance through Unifl and Mitsubishi. The library may look into a town contract.

e) Technology

- i) A committee still needs to be formed.
 - (1) Deb Wold said she would join.

f) Fundraising Committee

i) Met on June 9th and June 22nd

- (1) Susan Feltus said in September, they will send out a large postcard designed by Cathleen Toomey. Susan Feltus has heard that this has been successful.
 - (a) Price (as a non-profit) would be half as much if the library did it themselves.
- (2) A letter with an envelope mailing is \$2,000. A postcard mailing is \$500 and will allow us to do a larger number per Cathleen Toomey.
 - (a) Cathleen Toomey asked if each trustee would feel comfortable giving 5-10 names and addresses of people to add to the mailing list. "Exeter Reads Free" is the in-works tagline. Flipside will also mention: camping, museums, etc. for free to show what other things the Library does beyond books and reading.
 - (b) Deb Wold asked if we are asking for permission from the mailing list people.
 - (i) The answer is yes, we should receive permission. Some trustees are asking permission, some are not.

g) Long Range Plan

i) Meeting held May 21, 2026 at 5:15 PM

- (1) There was no long range plan meeting in June. The library lost power right before the meeting per Cathleen Toomey.
- (2) Approximately 500 surveys have been turned in.
- (3) Julia discussed the Sustainability grant that two children's room staff members did an ALA course for. The plan has just been sent to the Long Range Planning Committee to see if they want to incorporate it.
 - (a) A Children's Room staff member wishes to hold a trash audit.
 - (b) Sarah James asked about the budget. The indoor garden has been funded by the Friends of the Library already. Julia said most of the cost will be in education for staff.

h) Personnel Committee

- i) A Part Time staff member is moving, meaning current Part Time hours are increased until a new hire can be made. There are lots of

open positions for Part Time Librarians in the Seacoast due to Summer Reading.

- (1) Diana Perry has nothing to report on the personnel committee.

i) Policy Committee

i) Discussion of new procedure for new Town Grant Fund (non-voting)

- (1) Sarah James says she has not heard anything on new policies.
 - (a) Julia said we are waiting for the governor to answer about the trespassing policy.

ii) Friends of the Library

i) Meeting June 16, 2026 in the Children's Craft Room

- (1) Susan Feltus said the Friends had a fundraiser at STREET Exeter.
 - (a) They have been asked to come back!
- (2) Otto has allocated another day in December.
- (3) Water Street Bookstore has July 2nd as a fundraiser day for the library. Both in person and online, a portion of proceeds will go to the library, free shipping online!
- (4) The Independence Day booth is in need of volunteers.
 - (a) Susan Feltus is asking if any trustees would be willing to give an hour to the Friends of the Library on July 11 from 12-4 PM.
 - (b) Diana Perry is already signed up.
 - (c) Cathleen Toomey will do 12-1 PM.

iii) Social Committee

- i) Lisa Childs-Wilson has nothing to report.
- ii) There will be a lunch for the staff on August 31!

iv) New Trustees Committee

5) Continuing Business -

- a) **Summer Trustee Meeting Schedule** - Trustee Availability to meet in July & August?
 - i) The trustees are looking into availability.
 - ii) Deb Wold was questioning why the trustees don't meet during the summer.
 - (1) Barbara Young clarified that legally the trustees must meet six times a year.
 - (2) Lisa Wilson suggested an August meeting. Deb Wold agreed that we should hold at least one summer meeting, so there are not two empty months.

(a) Several trustees spoke up that they will be unavailable for either of these meetings.

(3) Barbara asked for a count of hands of who is available for:

(a) July 28: 5 available

(b) August 25: 5 available

6) New Business

a) **Movable Holidays that Occur on the Weekend-** Juneteenth, July 4th, Veterans Day, Christmas Eve, Christmas, New Year's Day, and New Year's Eve are designated movable holidays on the Library and Town of Exeter's Vacation Calendars. While the Trustees have adopted the Town of Exeter's Holiday Closure schedule, complications arise when a holiday falls on a weekend. Approximately every 5–7 years, one of these holidays occurs on a Saturday, when Town Offices are closed as part of their regular schedule. Julia recommends that the Library also close on these weekend holiday dates, noting that patron use is typically minimal and that remaining open does not represent a responsible use of municipal resources. This year an example of this was when July 4th occurred on Saturday.

i) This was already discussed earlier in the meeting at the time of the discussion of July 3 and 4.

ii) The trustees continued discussing the merits of closing versus remaining open on observed holidays versus actual.

iii) Julia mentioned if we go one way or another, for instance July, that we could be open Friday July 3 as there could be some patrons that may use the library that day.

iv) This was tabled to be discussed at the next meeting further.

7) Public Comment

8) Adjourn - Next Meeting September 22nd, 2026 in the Children's Craft Room

a) Sherry Kostenbader motioned to end the meeting.

b) Diana Perry seconded.

c) Roll Call vote

i) Kathy Boudreau - aye

ii) Lisa Childs-Wilson - aye

iii) Sherry Kostenbader - aye

iv) Susan Feltus - aye

v) Diana Perry - aye

vi) Barbara Young - aye

vii) Sarah James - aye

viii) Deb Wold - aye

ix) Cathleen Toomey - aye

d) Adjourned 7:39 PM.