

AGENDA
Exeter Public Library
Board of Trustees
October 28, 2025 6:00 PM

Meeting Zoom Information & Links: <https://us06web.zoom.us/j/87928196304>

Meeting ID: 879 2819 6304

One tap mobile: +13017158592,,87928196304# US (Washington DC) or, +13052241968, or,87928196304# US

For join instructions see:

https://us06web.zoom.us/meetings/87928196304/invitations?signature=Y4NT8jfQOPBzVB9-IXqmeLdgDm_OrYBIMmnY2bSOETO

1. Call to order & Roll Call
 - a. 6:06 PM
 - b. Attendance: Laura Wyskiel, Lisa Wilson, Cathleen Toomey, Jenny Medlock, Barbara Young, Julia Lanter, Sarah James, Diana Perry, Kathy Boudreau
2. Correspondence
 - a. St. Vincent de Paul sent an invitation for a Thank You Party for their donors for the same time as this meeting.
3. Minutes last meeting, September 23, 2025
 - a. Cathleen moved to accept the minutes.
 - b. Sarah seconded.
 - c. Approved.
4. Reports
 - a. Directors Report
 - i. Review the written report for new programs and updates inside the library
 - ii. 2026 Library Budget Update (Vote)
 1. Since the last Board of Trustees meeting, there have been several meetings between the library and town about the library and the town's budget. This year the overall budget is seeing a 12.4% increase.
 2. The town has asked all departments to look for places to cut. The library has looked at its budget and the only place with a notable impact would be cutting Hoopla.
 3. A new budget has been presented for 2026 reflecting that change.
 4. Hoopla is a newer service and is a duplicate service with the library already offering Libby.
 5. The Friends could be asked to see if they would be able to support Hoopla.
 6. Hoopla is contracted on a month-by-month basis with a pay-as-you-go model, which is why it can get so expensive. There was a limit of 6 check outs per month earlier in the year, but it was decreased to three to account for increased costs. The vendor fee was also reduced by cutting Hoopla.

7. Libby's contract is an annual commitment that was resigned this summer for 2026.
 8. The staff will be tracking statistics about people asking about Hoopla. They have also been trained to talk about the differences with Hoopla including costs, licensing, etc.
 9. Lots of people use both Libby and Hoopla. We do not want to cut Hoopla. It is better for the community to have both, but at this time it cannot be afforded.
 10. We are trying to be realistic with the budget and support the town. We are working with the town to lower the tax rate as much as possible.
 11. Cathleen recommended making a short film (less than 2 minutes) to post online explaining what's going on. It could be dovetailed with the Annual Appeal ask. This will be tried to be released by November 15.
 12. The other line that has been adjusted in the budget is the removal of the storage facilities. The staff are going to work hard to remove the excess shelving units. We are allowed to sell the scrap metal and are looking to rehouse the wooden ends in the library. We will see if the shelves could be used for Craft Room storage. There is a map table as well. No other libraries have had any interest in using these.
- iii. November 5th at 6:30 PM Budget Review Committee Meeting in Nowak Room, Exeter Town Offices.
1. Please come and show your support of the library. You do not need to speak. Come listen to Julia's presentation.
 2. The Budget Review Committee cannot adjust the budget, but give their opinion, which will impact the recommendation of the Select Board on the ballot.
 3. The library has met the requested range that the town asked for, meaning it will be a tight year next year. The library will do its best to keep the impact minimal.
- iv. ADA Universal Changing Table Update regarding Town ADA fund possible \$10,000 available. Would need vote by Town Select Board for approval.
1. This was originally voted to be included in this year's budget, but with cuts needed it is recommended to move this item into the Long Range Planning's report.
 2. The town did say that there may be \$10,000 from the ADA fund to build this in the future.
 3. Cathleen moved to approve the budget and table the changing table at this time.
 4. Barbara seconded.
 5. Approved.
 6. Barbara motioned to approve the 2026 Operating Statement with the new changes.

7. Cathleen seconded.
8. Approved.
- v. Warrant Article for Library Building & Maintenance Fund change dollar amount from \$75,000 to have \$25,000 added each year to continuously maintain fund rather than one large lump sum (Vote)
 1. This was recommended by the Budget Review Committee
 2. Jenny motioned to accept these changes.
 3. Sarah seconded.
 4. Approved.
- vi. November Library Closing Update, Town has changed its Employee Appreciation Day to not include half day on November 26 at 12 PM. Historically the Library closes at 1 PM the Wednesday of Thanksgiving.
 1. In following the September vote, the library will also make this change to be open from 9 AM - 5 PM on November 26.
- b. Operating Statement-
 - i. Recommendation to cut Hoopla starting November 1st due to budget. As discussed, it will be held until at least 11/15.
 - ii. As seen, the operating statement is showing that we are getting close to the end of the year.
- c. Building, Grounds, Technology
 - i. October 23 Grand Opening Friends Podcast Room
 1. This event was underattended. It is suggested that a plaque hanging ceremony is help to celebrate the new equipment as it hadn't arrived in time for the opening. Maybe it could be held before a Friends meeting. This will be proposed at the next Friends meeting.
 - ii. November 13 Riverwoods Conference Room Plaque Presentation
 1. The invitation has been sent out to the Riverwoods committee. It is recommended to ask for a bus to be included in advertising at Riverwoods.
- d. Finance and Fundraising
- e. Long Range Plan
 - i. Committee meets next on November 13 (teen and trustees)th & full meeting November 20th at 5:15 PM
 - ii. The first committee meetings occurred. Everything is going well so far. They are working on developing the survey and the general timeline. The committee is still shy a few town volunteers, but is on track to begin the process. They are looking to collect data widely over time and in different formats. The goal is to create a short survey and many community discussion events.
- f. Personnel and Policy
 - i. Vote on name to nominate for interim Library Board of Trustee. A Memo would need to be sent to the Select Board for their 11/10 meeting
 1. Laura Wyskiel has been nominated to fill the board vacancy.
 2. Cathleen motioned to put forward Laura's name to the Select Board.

3. Barbara seconded.
4. Approved.
5. The next step is for Jenny to send a memo to the Select Board before their 11/10 meeting.
- ii. Discuss Formally Requesting Select Board vote to delegate the Library Board of Trustees as “Appointment Authorities” so the Library Board may fill their own vacancies
 1. NH RSAs define how libraries fill their vacancies. In researching, Julia did find some libraries have been approved by their Select Boards to be the “Appointment Authorities”. This could save time for the Select Board. It could be rescinded at any time. By law, any appointments are only valid until the next election.
 2. Barbara motioned to ask the Select Board to be made Appointing Authorities for any future vacancies.
 3. Cathleen seconded.
 4. Approved.
- iii. New Library Card Policy (Adults & Minors) for HB273 Compliance
 1. The Minor Card Policy is completely new.
 - a. The staff has requested an edit to start library cards at 4 years old instead of 5.
 - i. This would mean children would be 4-10.
 - ii. Teens would be 11-17.
 - b. Sarah requested to help mirror the language with the Adult card and tighten up the overall verbiage.
 - c. Sarah motioned to pass the library card policy with minor grammatical edits.
 - d. Cathleen seconded.
 - e. Approved.
 2. Adult Cards
 - a. Question about remote renewals to change wording to allow for remote renewals at the discretion of the director.
 - b. Sarah wondered if there could be more clarification to the differences between Resident and Nonresident cards. Edit suggested “Patron Circulation Class may provide different services.
 - c. Barbara moved to approve the policy with the proposed edits.
 - d. Cathleen seconded.
 - e. Approved.
- iv. New AI Policy
 1. Julia explained this will be the most dynamic policy as it will need to evolve as the technology does.
 2. People have asked if we have a policy on AI after questions about the Craft Fairs and donated books that were AI generated.
 3. Sarah requested to add “Education” to the “Guiding Principles” section, with librarians teaching patrons how to identify AI.

4. There was a question about the staff responsibilities to the “best of their ability”. With AI popping up in programs all the time without notice, staff may not know a program has changed. Recommended to strike best of ability as the wording already conveys that.
 5. There was a question about “Public Use of AI Services” if they were allowed at the library. They are already utilized in accessibility resources like Google Glasses and screen readers that people bring into the library.
 6. There was a clarifying question about the Craft Fairs. In the policy, the use of AI would need to be declared at application and on the table. Like all other resources in the library, information is being provided to allow people to make their own choices.
 7. Diana motioned to approve the policy with minor grammatical changes.
 8. Cathleen seconded.
 9. Approved.
- v. Study Room 1 and Conference Room Name Change Vote. Proposed change to “Friends Audio Studio and Study Space” and “Riverwoods Conference Room”. Policies will be updated accordingly and Conference Room Adapted from the Meeting Room Policy.
1. The spaces will be using the same procedures as the Study Rooms for the Audio Studio and the Meeting Room for the Conference Room.
 2. Riverwoods Conference Room
 - a. Sarah motioned to approve the name “Riverwoods Conference Room”
 - b. Cathleen seconded.
 - c. Approved.
 3. Friends Audio Studio and Study Space
 - a. Suggested to alter the name to Audio Studio & Study Space to clarify on signage.
 - b. Diana motioned to approve the name “Audio Studio & Study Space”
 - c. Cathleen seconded.
 - d. Approved.
- vi. New Audio Equipment Usage Policy
1. This is similarly structured to the Library of Things policy.
 2. Sarah suggested to edit the orientation point to be scheduled based on librarian availability.
 3. Cathleen motioned to approve with the edit.
 4. Diana seconded.
 5. Approved.
- vii. Evaluation Policy update
1. The evaluations will be a visioning session for the year to set goals and establish what people want to learn.
 2. By having them all at the same time, no one is being singled out.

3. An edit was suggested to clarify that step increases occur in July and people would not be receiving it immediately after the evaluation.
 4. Clarification is also needed for the Director's evaluation as it should be conducted by the Personnel Committee with at least 2 trustees present.
 5. Cathleen motioned to accept the policy with the discussed edits.
 6. Diana seconded.
 7. Approved.
- g. Friends
 - i. Minutes Part of Packet.
 - ii. The Friends are looking forward to showing their support however the library needs and are excited for the next year.
 - iii. Look out for an Otto Pizza fundraiser on December 1.
- h. Social
5. Continuing Business
 - a. Julia thanked the Trustees for making all of these important and timely changes.
 - b. Annual Appeal
 - i. Edits suggested for the draft poster include:
 1. Changing the \$250 level to \$500 to support the Library of Things
 2. Increase the shelf of books level to \$1,000
 3. Alter the elevation of the title and years, so the title is not lost in the years
 4. Move the check and QR code below the levels
 5. Change question to "How can you help?"
 6. Instead of "buy a" replace with buys
 7. A message of supporting the budget needs to be conveyed
 - ii. There will be no mail or letter again this year.
6. New Business
 - a. Film Trustees Meetings with new O.W.L Vote
 - i. The library had a request to film their Trustees meetings. There is a difference between hybrid meetings and filming. Would filming deter future trustees from joining the board? There were problems in the past, and other town boards have reported similar issues. At this time, the board is not going to pursue filming, but does have hybrid meetings as an option.
 - b. Next meeting November 25, 2025 6 PM @ Exeter Public Library
7. Closed session if necessary
(RSA: 91-A: 3 Executive Sessions)
8. Public comment
9. Adjourn
 - a. Barbara motioned to conclude the meeting
 - b. Diana seconded.
 - c. Approved.
 - d. Adjourned at 8:08.