

Exeter Public Library Board of Trustees

March 25, 2025 at 6 PM

1. Call to Order
  - a. 6:05 call to order
  - b. Roll Call- Jenny Medlock, Barbara Young, Lisa Childs-Wilson, Davis Moore, Sherry Kostenbader, Diana Perry, Kathy Boudreau, Cathleen Toomey, Julia Lanter,
  - c. Welcome new trustees to board
  - d. Congratulations to Julia
  - e. Brief introductions around the table to new board members
2. Correspondence
  - a. None have been received
3. Election of officers
  - a. Nominated from the Elections committee:
    - i. Chair- Jenny Medlock
    - ii. Vice Chair- Davis Moore
    - iii. Secretary- Sarah James
    - iv. Treasurer- Barbara Young
  - b. Lisa Wilson (acting as secretary) cast one ballot
  - c. Sherry second
  - d. Unanimous elected
  - e. Barbara read annual statement of duties
4. Minutes last meeting
  - a. Barbara motion
  - b. Kathy second
  - c. Unanimous approved
5. Reports
  - a. Directors report- see attached
    - i. Need to vote on the wording for the Trust funds being updated by the Trustees of the Trust to remove duplicate names on page 40, also updating the typo on page 37 from yearly to year-to-date and eliminating petty cash on page 38 as it is no longer used
      1. Barbara motion to update policy as written
      2. Davis questioned if there are any issues to correct with the trust funds. The trust informed us that they were doing it. The policy just needs to reflect their changes. It is unclear when the duplication happened. There are no financial repercussions from this error.
      3. Julia provided trust reports for January and February.
      4. Policy updates were approved.
    - ii. Jenny has signed the letter to receive money from the Trust funds. This needs to be done annually.
    - iii. The library still has an option for a warrant article for building maintenance fund in 2026. Peter Lennon and Russ Dean say that should be considered and can advise.

- iv. Cathleen asked if the library received any funding from state or federal level and how well known is it that the library does not. I may make giving to the library more appealing if it's known.
  - 1. State services include coordinative services like ILL, Libby, BARD
  - 2. Federal level gives out grants.
  - 3. NHLTA is independent as well
- v. NHLTA conference is coming up, let Julia know so you can register.
  - 1. Sarah, Davis, Cathleen, Julia, Chandra are all going
- vi. NHLA coming up in April
  - 1. Is it possible to close on the 17<sup>th</sup> so all the staff can go and cover youth services to also go on the 18<sup>th</sup>?
    - a. Trustees approve
  - 2. This serves as workshop for the staff and is many of the staff's first conference.
- b. Operating statement- see attached
  - i. Budget did pass on March 10, 2025.
  - ii. \$150,000 collected from the town already. There is \$50,000 in the account.
  - iii. Annual appeal collected \$13,041. It is already ahead of last year's with the new model.
  - iv. In the expenses, the line item for downloadables will be adjusted to include Hoopla.
- c. Committee sign up
- d. Building grounds technology
  - i. No updates
- e. Finance and fundraising
  - i. Already said in Director's report.
- f. Long Range Plan
  - i. No updates
- g. Personnel and Policy
  - i. For Director's life insurance, Hope had been covered under an old policy. The company updated the policy to be capped at \$50,000 during her tenure, so the new standard needs to be implemented.
    - 1. Lisa motion
    - 2. Kathy second
    - 3. All in favor
  - ii. Maternity policy did not mention FMLA. Updated to include FMLA. Similar to town's policy.
    - 1. Kathy motion
    - 2. Barbara second
    - 3. All in favor
- h. Friends
  - i. Wonderful meeting last Tuesday
  - ii. 16 volunteers in attendance, new people excited to be there
  - iii. 2 CDs still outstanding from Charitable Gaming

- iv. Holding \$20,000 for plumbing issues if needed. Still have \$4000 in checking
  - v. They have offered to fund tables and drapery for new Conference Room
  - vi. They are also funding the musician for Lit Fest and the Magician Finale for the Children's Room Summer Reading.
  - vii. They have 10 more dates scheduled for Charitable Gaming: 10/3-12 at Ocean Gaming in Hampton.
  - viii. Otto Pizza has reached out for another fundraiser. It will be on May 12, 2025, all day take out and eat in. The Friends made about \$505 last time. The Friends are planning a luncheon at 11:30 that day.
  - ix. Craft fair volunteering all lined up for the raffle
  - x. They offered to try to get food for Lit Fest to be more involved. They have confirmed Enna Chocolates. They are still working on other vendors, but have approved purchasing food if needed.
  - xi. They are prepping their annual documentation required for being a 501 C3
  - xii. They meet the 3<sup>rd</sup> Tuesday every month at 6:30. New people are always welcome.
- i. Social
    - i. They are starting to plan a spring lunch on decks for staff. Hoping to coordinate a day works for most of the staff
    - ii. Question about any anniversaries or pins coming up? Julia will check.
    - iii. Aiming for May for luncheon. Maybe May 12 to coincide with the Otto luncheon
6. Continuing Business
- a. Old business requiring attention
    - i. None.
7. New Business
- a. New business requiring attention:
    - i. Committees- signed up earlier in the meeting.
    - ii. Building Maintenance Fund- Peter Lennon willing to come talk as is Russ Dean to start a warrant article.
    - iii. Trustees of the Trust are meeting on April 28 at 9 AM. Julia and Barbara will be attending to learn more. Others are welcome. More can be discussed after this meeting.
    - iv. Capital Investment Project: River Walk- Julia will get the paper work for next time. The walk would connect String Bridge to Founders Park. It would add another entrance to the Children's Room right across from the service desk.
    - v. Conference Room- Friends did vote on purchasing tables and Riverwoods has been asked about funding the technology. The trustees used to meet up there. Would you like to meet there- yes!
      - 1. Davis noted that PEA is going through some renovations and wondering if the library would want to try to get some of the Harkness tables. Julia said while it would be great to reduce waste, big tables make it harder for the rooms to be flexible. Wheeled tables work better for the library.
  - b. Next meeting April 22, 2025 6 PM @ EPL
8. Closed session if necessary

- a. RSA: 91-A: 3 Executive Sessions
  - b. None needed
- 9. Public comment
  - a. Congratulations to all new trustees
- 10. Adjourn
  - a. Barbara motion
  - b. Davis second
  - c. So moved closing the meeting at 7:23 PM

DRAFT

# Exeter Public Library's Director's Report

## March 25, 2025

### Trustees of Exeter Public Library Meeting

#### Children's Services:

There are *Scavenger Hunts* and *Cloring Pages* available every day in the Children's Room. In an effort to conserve papers the scavenger hunts are now on wipeable reusable laminate so they may be reused and cleaned and saved for future use. *Storytimes* are every Tuesday and Thursdays at 10 AM for all ages *Storytimes*. Wednesdays are ages 3+ *Storytimes* at 10 AM. Every Friday from 9 AM-4 PM patrons can drop in to make and take a craft home.

There are many creative clubs where children can gather and learn at the Library. *LEGO Free Build* groups meet on Wednesdays March 12th and 26th at 3:30-5 PM patrons ages 5-12 can drop in and use our LEGO collection and their imagination to make their creations to be put on display. *Create Club* for children ages 6-8 met on Tuesday March 11th at 3:30-4:30 PM to learn how to use a new art supply, and create a project with it! *Art Club* meets once a month and kids make a new art project with a different supply every month!

As with adults, gaming is all the rage in our youth services department. *It's Game Time* meets monthly and encourages children to learn how to play a video game with the other players, and compete or collaborate! *Gamers Guild* meets monthly to play a video game with the other players, and compete or collaborate! There are four *D&D* groups, they each meet twice a month. Children will meet for two hours every other week to roleplay as a fantasy character and use their skills including math and charisma to help them along their journey.

The Children's Room has three book groups, each group will meet once a month to discuss the book they borrowed from the library, and talk about it. They will then either do an art project or activity related to the book as a group.

For April School Vacation Week on Monday April 28th at wo there will be a three-movie marathon of *Sonic the Hedgehog* movies. Tuesday there will be *Drop-In Gaming* from 1 – 5 PM and LEGO on Wednesday as the activity. Thursday our regular *D&D* group meets and Friday there will be *Open Art*. That means families can visit each day of the vacation week to try something new to entertain the family.

#### Teen Services:

Refreshing Fridays continue to draw teens into the Library and have become a sort of teen tradition as a way to kickoff a weekend spent at the Library. March's theme was fancy sodas and April's will be Spring-time drinks. Book Groups for grades 6<sup>th</sup> – High School continue into April by popular demand. In March teens read *The Westing Game*, *White Bird*, *Pet* and *Ella Minnow Pea*. In April the teens will read *Squirm*, *The Devil's Arithmetic*, and *This is How You Lose the Time War*.

Tuesdays traditionally have been Teen Tuesdays at the Library. In March from 3-4 PM teens had a cracker tasking, LEGO free build, an afternoon of trivia and Origami lessons. In April Teen Tuesdays will include black out poetry in honor of National Poetry Month, paint a flower pot for Mother's Day week, a Pies vs. Tarts taste test, and finally a soda tasting.

Additional programs during each library week for teens include Monday and Wednesday all day gaming. For April Vacation week Gaming is available all week in the Teen Scene.

### **Adult Services:**

March marks the kickoff of the Library's Annual Music Series. On March 11<sup>th</sup>, 74 patrons attended the *New England Irish Harp Orchestra* concert which featured not only Irish music from Regina Delaney, but Irish dancing as well. The next concert in the series will be held on April 4<sup>th</sup> at 6:30 PM during the Annual Lit Fest Kickoff event *Night at the Library*. This year's theme is *A Taste of Exeter*. Friends of Exeter Public Library are coordinating free food for the event served by Exeter restaurants and grocery stores and Brazilian dance music will be provided by members from Portsmouth Symphony Orchestra.

Other March adult events are *Cover Bridges Near Exeter* an event funded in part with New Hampshire Humanities which will take place on March 27<sup>th</sup> at 6 PM.

The Library continues to be an active space where adult learners come to socialize and pickup new hobbies and skills. Gaming is still a popular attraction with three Mahjong clubs, two Bridge groups and a Pinochle club. In response to requests from the community, we hope start a new Chess group every Wednesday at 3:30 PM starting in April. Knitters and the Stitchee's Guild are meeting weekly with new crafters always welcome. Language programs continue to attract new members with our Spanish Table, Korean Lessons and new French Table. The two Adult Book Groups continue to grow with over 45 checking out our Morning and Evening Book Group titles. In March the groups read *Symphony of Secrets* and *The Lady from the Black Lagoon* and in April the groups will read the classic, *A Tree Grows in Brooklyn* and the thriller *The Poacher's Son*, set in the world of Maine Game wardens. Book Talks to Senior Housing including Langdon Place, Riverwoods and 277 Water St. continue to offer Library services to those patrons who may not physically be able to visit the Library themselves.

April is National poetry month and the Library is celebrating with a Latino Poetry Discussion on April 2<sup>nd</sup> and on April 17<sup>th</sup> *Bob Moore and Friends* will be hosting a poetry reading. Other April special events are a Mahjong Food Drive and *The Nation's Guest*, a talk on Lafayette's trip to America after the war on April 29<sup>th</sup> to coordinate with NH's new Lafayette trip sign program where visitors can read historic markers throughout New England about Lafayette's journey.

**Join us. All programs are free and open to the public**

## **Town of Exeter and State of New Hampshire Library Related Updates:**

### **Town of Exeter:**

On March 3<sup>rd</sup> Town Manager Russell Dean discussed open Library & Town collaborative projects started under Director Hope Godino's tenure; namely the potential of a podcast room being housed at the library in partnership with Exeter TV and the Riverwalk. Funding for the podcast room was proposed with the 2025 town budget which passed on March 10<sup>th</sup>. The hope is to start with at the town level a Town Manager podcast and then, if feasible, grow the program. Exeter TV has been notified that the Library is happy to either promote or collaborate with this project. They are aware that Study Room 1 was built in 2021 to have soundproofed walls in anticipation of a future possible podcast space for the town at large.

Mr. Dean recommended the Library start the process to get the Riverwalk on the Town of Exeter's CIP. The plans for the Riverwalk have been approved for an extension for five years, expiring December 31, 2029.

Peter Lennon with the Trustees of the Trust had items to share with the Trustees:

1. Of the 11 trust funds, 7 were duplicate listings. The Trustees will soon merge those seven back into single trust funds. (See proposed policy update to Financial Policies for more detail).
2. The amount of principal inadvertently expended from the 2 (soon to be 1) Harriet Merrill Trust funds(s) before our tenure was \$416. Both funds earned a combined total of \$180.45 net income in 2024. It will take 2.31 years for the current trustees to replenish the principle. The Library will receive interest from that Trust Fund after that approximate date, so sometime in 2027.
3. Trust funds earned \$899.96 interest in 2024. The Chair of the Trustees of the Trust requested the Library Trustee Chair sign a voucher request so that interest amount would be available to the 2025-2026 Library Board if the Library were to wish to utilize the funds.
4. Peter is willing to advise the board if the Library Trustees would like to pursue a warrant article establishing a Library Building Maintenance Fund for the March election of 2026.

### **State of New Hampshire:**

#### **NH State Library**

On March 25 the State's Funding passed the House Budget review board. Both the Senate and Governor Ayotte's budget have funding for the State Library. Currently the Exeter Public Library has no direct funding from either the Federal or State budgets. If NHSL funding was cut three services would be affected at Exeter Public Library; Inter Library Loans, Libby, and Services to the Blind and Disabled (BARD) which the Library promotes and assists blind and disabled Exeter residents with.

#### **NHLTA**

Annual Meeting will be May 1<sup>st</sup> at the Doubletree in Downtown Manchester

#### **NHLA**

Annual Spring Conference April 17<sup>th</sup> & 18<sup>th</sup> at Church Landing in Mill Falls.

#### **IMLS & Federal Funding**

Executive order on March 14<sup>th</sup> to cut IMLS funding. Currently the Exeter Public Library has no direct funding from either the Federal or State budgets.

**Don't forget April 7<sup>th</sup> is National Library Week!**

**EXETER PUBLIC LIBRARY**  
*Operating Statement*  
 21-Mar-25



**SOURCES OF FUNDING**

	Budget	Collected YTD	Bal. To be Realized	Rec'd To Date
<b>Appropriation from Town (non salary)</b>	200,500.00	75,000.00	125,500.00	37.4%
<b>Anticipated Income</b>				
Annual Appeal 2024-2025	20,000	5,460.00		27.3%
<b>Uncategorized</b>		5,214.00		
Donations				
Adult & YA Donations	500.00	210.50	289.50	42.1%
Children's Room Donations	300.00		300.00	0.0%
Donations for Periodicals	50.00		50.00	0.0%
Donations for Programs	750.00		26.00	0.0%
<b>Total Donations</b>	<b>210.50</b>			0.0%
NH Humanities Grant				
<b>Subtotal Anticipated Donations</b>	<b>21,810.50</b>		<b>21,810.50</b>	0.0%
<b>Other Anticipated Income</b>				
Card Replacement Fee	150.00	10.00	0.00	6.7%
Computer Printer Paper / ink	1,000.00		1,000.00	0.0%
Copier fees	900.00	472.00	428.00	52.4%
Interest Operating Account	2.50	1.07	1.43	42.8%
Lost Materials - Adults	750.00	178.50	571.50	23.8%
Lost Materials - Childrens Video Overdues	400.00	10.00	390.00	2.5%
Lost Materials - Periodicals	150.00		150.00	0.0%
Lost Materials - YA Books	100.00		100.00	0.0%
Nonresident Fees	1,125.00	375.00	750.0	33.3%
Pennies	50.00	6.50	43.50	13.0%
Public Room Custodial Fee	50.00		50.00	0.0%
<b>Subtotal Other Anticipated Income</b>	<b>4,677.50</b>		<b>4,677.50</b>	0.0%
<b>Total Income</b>	<b>226,988.00</b>	<b>86,937.57</b>	<b>151,988.00</b>	<b>38.3%</b>



EXETER PUBLIC LIBRARY OPERATING STATEMENT 2003 3/21/2025				
General Expenses:	Budget	Spent YTD	Balance in Budget	% Spent To Date
<b>Books &amp; Subscriptions:</b>				
Adult Books	39,000.00	8,847.04	30,152.96	22.7%
Young Adult Books	8,000.00	71.83	7,928.17	0.9%
Children's Books	29,000.00	744.02	28,255.98	2.6%
Periodicals		1,177.00		
Downloadable Books Libby	14,372.00	18,042.30	(3,670.30)	125.5%
<b>Total Books:</b>	<b>10,839.89</b>			
Uncategorized		5,207.40		
Bank Fee		315.21		
<b>Building &amp; Utilities:</b>				
Bldg. Maint & Repair	15,000.00	2,157.20	12,842.80	14.4%
Bldg. Maint. Supplies	5,000.00	22.03	4,977.97	0.4%
Gas (Heat)	7,000.00	2,694.77	4,305.23	38.5%
Electricity	45,000.00	13,877.18	31,122.82	30.8%
Telephone	350.00	281.77	68.23	80.5%
Water & Sewer	5,155.00	1,103.89	4,051.11	21.4%
Furniture & Equipment	2,500.00	1,582.11	917.89	63.3%
Service Contracts	18,000.00	8,378.45	9,621.55	46.5%
Internet	2,400.00	1,031.52	1,368.48	43.0%
<b>Total Building:</b>	<b>31,128.92</b>			
Museum Passes	5,000.00	2,019.50	2,980.50	40.4%
Storage		1,052.00		
<b>Office Exp.</b>				
Postage	2,000.00	378.21	1,621.79	18.9%
Microfilm	400.00	281.35	118.65	70.3%
Supplies	7,500.00	1,038.07	6,461.93	13.8%
Technology	11,000.00	6,887.62	4,112.38	62.6%
<b>Total Office Expenses</b>	<b>8,583.25</b>			
<b>Professional Exp.</b>				
Educations & Prof	3,500.00	1,141.18	2,358.82	32.6%
Programs	6,000.00	841.25	5,158.75	14.0%
<b>Total Prof Exp.</b>	<b>1,982.43</b>			
<b>Total General Expenses</b>	<b>278,729.06</b>	<b>79,170.90</b>	<b>197,558.16</b>	<b>28.6%</b>
<b>Sal and Bene</b>				
Full Time Salaries	658,914.00	122,798.00	536,116.00	18.6%
Part-Time Salaries	135,400.00	28,137.00	109,263.00	19.3%
as of 1/24/2025				
FICA	49,247.00	9,009.00	40,238.00	18.3%
Medicare	11,518.00	2,107.00	9,411.00	18.3%
Health Insurance	122,879.00	21,538.00	101,341.00	17.5%
Dental Insurance	6,257.00	1,094.00	5,173.00	17.5%
Workers' Comp.	3,446.00	3,446.00	0.00	100.0%
Life Insurance	432.00	76.00	356.00	17.6%
Unemployment Comp.	184.00	184.00	0.00	100.0%
Retirement	86,448.00	16,701.00	69,747.00	19.3%
Liability Insurance	1,639.00	1,639.00	0.00	100.0%
<b>Total Payroll &amp; Benefits</b>	<b>1,076,374.00</b>	<b>355,469.00</b>	<b>720,905.00</b>	<b>33.0%</b>
<b>Total Expenses</b>	<b>1,353,103.06</b>	<b>434,639.90</b>	<b>918,463.16</b>	<b>32.1%</b>