

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

1. Call to Order and Roll Call

- a. Call to order at 6 PM
- b. Barbara Young, Sarah James, Deb Wold, Susan Feltus, Lisa Wilson, Sherry Kostenbader, Diana Perry, Julia Lanter, Peter Lennon, Corey Stevens

2. Correspondence

- a. Thank you noted from Girls on the Run Exeter Chapter

3. Review and Approval of Minutes Minutes of the previous meeting are available at:
https://www.exeterpl.org/files/ugd/48fbf9_e2f86f1ff33c4941bf112ed5b97da413.pdf

- a. Susan motioned to accept the minutes.
- b. Deb seconded.
- c. Motion is carried.
- d. Kathy Boudreau arrived at 6:07 PM.

4. Trustee of the Trust Fund – Presentation by Peter Lennon Discussion of next steps for the Building and Maintenance Expendable Trust Fund (Warrant Article 19, passed March 2026), including:

- a. Background of the Trustees of the Trust
 - i. It is an elected 3-person board.
 - ii. They hold fiduciary responsibility for funds held by the town, library, Exeter schools, and cemeteries.
 - iii. They process reimbursement requests and receive requests to spend. They affirm that fund requests fit the language of the warrant article and/or the bequest. They work to demonstrate that the funds and activities match.
- b. Trustees of Trust need to sit with Julia and review statutes and past board positions to create guidelines on how the new funds can be used.
- c. Procedures for Library Trustees to request and expend funds
 - i. They need to have voucher and supporting documentation for the activity.
 - ii. The Trustees of the Trust will work with Julia to discuss supporting documentation that would be appropriate from library
 1. Examples include contracts, statements of purpose, bids, etc.
 - iii. Peter suggested to look at what the town and the schools normally submit as examples.
 - iv. Expendable Trust Funds are invested in “Common Capital Reserve Funds”
 - v. Privately donated trusts are in a separate fund, like the library’s different book funds.
 - vi. The Trustees of the Trust receive monthly information about the value of the funds
 - vii. Trustees meet quarterly, but if there is an emergency, they can meet with 24-hour notice and need two people for a quorum.
- viii. Cathleen Toomey arrived at 6:15 PM.

- ix. Peter recommended that as soon as the library knows that they need funds and have sense of the cash requirement, the library trustees should reach out to Peter and to the Trust Funds Trustees' Bookkeeper, Pat Curtis, and the Bookkeeper works with the Investment Advisor to release money. The processing of the funds takes about 2-3 days to become available.
- x. Question about future CIP
 - 1. With the current wording, it is not subject to income only usage. The trustees can choose to only use the income if they want.
 - 2. A CIP is a planning document for the town. The language in a CIP is the "legislative record for the Trust Fund Trustees." The Trustees of the Trust also look at the warrant article and any explanatory information provided by the Town to determine how to use funds. If there was contradictory language, they would have to determine how it could be used in the letter of the law
 - 3. Town Finance Director Corey Stevens recommended to keep the language open to use more easily.
- xi. Years ago, the Trustees of the Trust negotiated with the town on what a capital improvement project is. Peter recommended to treat the library the same as the town. Peter has provided a copy of the negotiated capital improvements definition to Julia.
 - 1. Question about the amount associated with CIPs. There is no specific amount listed because there is no legal definition on amount. Their discussions wanted to make the funds usable for town and appropriate for the Trustees of Trust Funds.
 - 2. NHMA has provided some guidelines.
 - 3. Additionally, due to previous decisions, maintenance items associated with the initial completion of the original capital project could be counted for fund usage.
- xii. Question about other books funds being reexamined. The Trustees of the Trust and Julia are still in discussion. It is planned to be discussed this year.

d. Definitions within the intent of the fund

- i. Maintenance is a standard definition.
- ii. Repairs is a standard definition.
- iii. Infrastructure Projects still needs to be defined by the Trustees of the Trust and the library. Julia will develop this with Trustees of the Trust.
- iv. Peter left after his presentation.

5. **Finance Director Presentation** Finance Director Corey Stevens will provide an overview of recommended best practices for Library financial procedures, including:

a. Overview

- i. RSA 202-A is the primary law dictating library governance.
- ii. Primary funding source
 - 1. When designating the operating budget, it is treated like any other town department budget under the general fund.
 - 2. The Trustees create budget and the town is responsible for adequately funding the Library.
 - 3. The library receives its payouts on quarterly schedule.

4. If the operating budget hasn't been entirely spent by the end of the fiscal year, any unused funds go back to the general fund. Corey encouraged the trustees to use all of the funds appropriated, as he does with the rest of the departments.
5. Payroll is run through the town's general fund and processed with the rest of the town

iii. Secondary funding source

1. Income generating equipment (copier, non resident fees)
 - a. This is an opportunity to raise funds
 - b. These funds do not lapse and can be kept by the library.
 - c. These funds cannot be comingled with other funds.
 - d. The town has to vote on the library having this ability, which has not happened yet. The library is planning to submit two warrant articles this year.

iv. Tertiary funding source

1. Donations, gifts and grants
2. RSA allows for libraries to receive gifts of funds or items, which has to be approved on by voters. In 1994, the town approved the library to accept monetary donations. A warrant article will be put forward to include physical donations and grants.
3. There are rules on how to take money in and how it is held.
 - a. Any donations \$5,000 or more to libraries require a public noticed meeting. Public notice meetings requires a specifically worded notice in the newspaper 7 days prior to the meeting and the meeting must be posted at least two public places.
 - b. Money needs to be put in a segregated fund.
 - c. Unless a donor stipulates that the funds are to be managed by the Library Trustees, the funds go to the Trustees of the Trust.
4. Julia informed the trustees that the annual appeal money is already placed in separate fund.
5. It is important for records to note the consideration of donations received in the minutes and act of accepting it.
6. Funds do not usually lapse unless the donor specifies.
7. Grants always held by the town treasurer, regardless of size, because of reporting needs.
8. Donation versus grant- given to an organization versus applied to receive.

v. Questions to NHMA and NHLTA

vi. Policy committee will need to update the current donation policy.

- b. Review of applicable RSAs regarding the Library Board's authority to accept and expend unanticipated funds: RSA 202-A:4-d RSA 202-A:11-b RSA 202-A:4-c

6. **Reports**

a. **Director's Report**

- i. IMLS Statistics for 2025 submitted
 1. Exeter Public Library is well used. There were 2,000 new cards this year. 54,000 internet usages were reported.
- ii. June 2026 PAFs submitted; audit underway
- iii. Grant and donations update- \$33, 072 received this month between grant and donation
 1. \$14,697 was awarded from the Sustainable & Resilient New England Libraries Grant to upgrade internet and technology
 - a. Julia will begin to line up workers and complete needed paperwork in preparation for the public meeting in May. The library found out too late to legally hold a publicly noticed meeting at the April meeting.
 - b. Nearly ten percent of Exeter's population does not have internet access at home. The library does not limit access for this reason.
 2. An anonymous donor has come up and offered to create a storytime seating and storage area for the children's room totaling \$12,875. A public meeting will be held in May to receive the funds.
 - a. The donor is also interested in donating funds to purchase adaptive devices and in the future an outdoor digital sign.
- iv. 2027 CIP
 1. Today, Julia confirmed that the library is included in the exemption shoreline rights of the town. Julia has asked the town when would be the best time to pursue the river walk.
 2. The 2026 building and maintenance fund was originally proposed for \$75,000. The Budget Review Committee asked it to be reduced to \$25,000. The library can go for another \$25,000 this year to add to the fund. The explanation will need to be clear why the library has not used it yet, and how we are trying to grow the fund. The Library has been able to maintain the HVAC and fire suppression system but they and other systems could break at any time due to age. Increasing the fund will help prepare the library for potential building and maintenance emergency situations.
 3. Cathleen motioned to accept the wording in the 2027 CIP document as written.
 4. Deb seconded.
 5. Motioned is carried.
- v. Butterfly pollinator garden
 1. Concerns were raised around the Friends maintaining the gardens they already have, and adding one more would be increased pressure.
 2. This new garden would be a Parks and Recreation Department responsibility, but Library staff and program attendees would also upkeep as the garden as the garden would be used for library programming.

b. Operating Statement

- i. Electricity is a great concern on the budget due to current rate increases. It is being monitored very closely. Staff will give ideas to reduce consumption at the next staff meeting, but there doesn't seem to be much more to do that hasn't already been done. Lights are on timers and sensors, items are being left unplugged until needed to use, and the electrical heating system has been updated.

- ii. The library is continuing to be conservative with spending due to the anticipated overage in the electrical budget.

c. Building, Grounds, and Technology

- i. HVAC meeting with Commissioning Agent Resilient Buildings on Wednesday, April 15 at 9:00 AM
 - 1. Trane has provided a contract with a quote for future services.
 - 2. Building Grounds Committee will meet to discuss the contract.
 - 3. Julia is searching for grant opportunities to increase energy efficiency.
- ii. Bureau Veritas Technical Assessments LLC (BVTA)
 - 1. Jeff Beck connected the library with the Facilities Assessment Committee to conduct a facility condition assessment. Other town buildings underwent this assessment a few years ago. Adding the library to the document would help with planning for future repairs. It also aligns well with the ongoing Long Range Plan research. Because of the technology grant received, the library can utilize \$5,500 of the technology budget for this project.
 - a. Cathleen motioned to take needed moneys to have facilities assessment conducted.
 - b. Susan Feltus seconded.
 - c. Motion is carried.
- iii. The new mechanized changing table was installed on April 7, 2028 in the restroom adjacent to the Craft Room.
- iv. Deb will lead the committee moving forward.

d. Budget Committee

- i. Business Solutions of Exeter meeting rescheduled; new date to be determined.
- ii. Q2 check deposited April 6 at Citizens Bank
- iii. Beginning Q3, all Town checks will be direct-deposited at Newburyport Bank (see YTD April report)
- iv. Kathy had nothing to report.

e. Fundraising Committee

- i. Susan will take lead of the committee.

f. Long Range Plan

- i. Meeting held March 19, 2026 at 5:15 PM.
- ii. 222 surveys have been digitally filled out.
- iii. The library has received about 150 more that still need to be input. The library has already surpassed the last Long Range Plan numbers. The hope is to get 1,600 or 10% of the population.
- iv. Committee members are going into the community to get surveys filled out.

g. Personnel Committee

- i. New Page, Jaxon Sloan, hired April 14

- ii. Diana will lead the committee.

h. Policy Committee

- i. The committee will be meeting in May to discuss the Trustee Committee Policy and Grant Policy. They will also review of updates to the Trustee Manual and Donation Policy
- ii. Sarah will lead this committee.

i. Friends of the Library

- i. Next meeting May 19, 2026 in the Children's Craft Room.
- ii. Barbara is the primary liaison.

j. Social Committee

- i. Lisa will lead the committee.
- ii. Thinking to next year, staff appreciation festivities will be on third week of April. Tuesday is National Library Worker Day.
- iii. Because this has passed for this year, trustees will look at the first two weeks of June for a staff appreciation.

k. Continuing Business

- i. Warrant articles
 - 1. The proposed warrant articles will go through Town's council to confirm legality before voting.
 - 2. Susan moved to accept wording of first warrant article related to authorizing trustees pursuant to RSA 202: A:4-D personal property donations.
 - 3. Sarah seconded.
 - 4. Motion is carried.
 - 5. Susan move to accept proposed warrant article authorizing trustees pursuant to RSA 202-A:11-b for authorizing accepting money received by library from income generating equipment.
 - 6. Cathleen seconded.
 - 7. Motion is carried.

7. New Business

- a. Review of Public Meeting Laws Regarding Remote Participation RSA 91-A-2:
<https://gc.nh.gov/rsa/html/VI/91-A/91-A-2.htm> Key requirements:
 - i. Remote participants must state why in-person attendance is not reasonably possible
 - ii. All votes must be taken by roll call when remote participation is offered
- b. TCP contract
 - i. Deb motioned to take from \$1499 from the Technology budget and \$500 from adult book funds to apply to purchase of TCP software and commit \$900 to next year's budget as a reoccurring expense.
 - ii. Kathy seconded.

iii. Motion is carried.

8. Public Comment

- a. **Next Meeting** May 26, 2026 at 6:00 PM in the Library Children's Craft Room

9. Adjourn

- a. Cathleen motioned to adjourn.
- b. Sarah seconded.
- c. Motion is carried.

DRAFT