

EXETER PUBLIC LIBRARY
Trustees Meeting Minutes
September 15, 2020

1. **CALL TO ORDER:** 6:00pm. Barbara opened the meeting with the roll call at 6:04pm.
 - a. Roll Call: Laura Wyskiel, Barbara Young, Denise Leonard, Paula Sears, Jenny Medlock, and Hope Godino. Susan Drinker arrived at 6:12pm.
 - b. Absent: Linda Tober, Mary LaFreniere, and Lisa Wilson.
2. **CORRESPONDENCE:**
 - a. Attendees read through 2021 Annual Appeal letter. With approval of a couple of minor grammatical edits, the 2021 Annual Appeal letter was unanimously approved.
 - b. Attendees read through Exeter Public Library 2021 Annual Appeal card. With approval of a minor grammatical edit, the Exeter Public Library 2021 Annual Appeal card was unanimously approved.
3. **MINUTES OF THE PREVIOUS MEETING:** There were two separate meeting minutes from the last Trustees meeting on July 21, 2020 due to two members taking notes. Trustees distinguished each by calling them either the "Large Print" or "Small Print" versions.
 - a. "Large Print" minutes from July 21, 2020 Trustees Meeting unanimously approved.
 - b. "Small Print" minutes from July 21, 2020 Trustees Meeting unanimously approved.
4. **REPORTS:**
 - a. **Director's Report:**
 - I. Renovations are coming along very well and, with the exception of an occasional supplies delay, only one month behind schedule. The Parent's Room is expected to be completed by mid-October, however, will need to be sure that everything is "water-tight" prior to officially opening.
 - II. Book groups are planned to be held in the program room, but the number of participants will be limited to the room capacity for social distancing purposes. Plans to also have book group participants sign a commitment to not intermingle with other book groups and to commit to only one specific group date so as to better keep organization and record of social distancing.
 - III. Possibility of offering optional information and projects to complete at home, instead of in-person attendance, for teen book groups.
 - IV. Story time for children ages 3+ are also planned. Toddler Lap Sit, however, will not be held due to number of participants and social distancing requirements.

b. Operating Statement:

- I. Nothing unusual for this time of year was noted on the Operating Statement.
- II. Exeter's Town Manager has requested the Library to return 10% of the current budget to the town due to the "shortfall" in funds given to the town by the state. Motion to temporarily withhold returning the 10% to the town until the end of the year was unanimously approved due to current construction concerns and possible unexpected expenses attributed to the renovations.

c. Building and Grounds: The Board of Trustees would like to thank the library staff for consistently providing updates and photos of the ongoing construction and renovations! We are excited to see the changes happening and are appreciative for the updates emailed to us and posted on the library's social media pages for all to enjoy!

d. Finance and Fundraising: Nothing to report.

e. Long Range Plan: Nothing to report.

f. Personnel and Policy: Nothing to report.

g. Friends: Nothing to report.

h. Social: Nothing to report.

5. CONTINUING BUSINESS: No continuing business.

6. NEW BUSINESS:

a. Review of 2020-2021 Trustee Committees and confirmation of a couple of committee chairs:

I. Building, Grounds, Technology: Paula Sears, Chair

II. Social: Lisa Wilson, Chair

b. The review of the 2021 Annual Appeal letters previously approved at the beginning of the meeting.

c. 2021 Budget: Hope presented the 2021 Preliminary Library Budget

I. Hope explained the Library Staff Salary scale based on the town's non-union employee wage steps and the adding of a 1% cost-of-living adjustment (COLA).

II. Motion to accept the Preliminary 2021 Total Library Budget with the increase of 3.8% was unanimously approved.

7. **CLOSED SESSION, IF NECESSARY:** None.
8. **PUBLIC COMMENT:** None
9. **ADJOURN:** The meeting was adjourned at 6:36pm. The two next meetings are planned for 6:00 pm on Tuesday, October 20, 2020 and Tuesday, November 17, 2020 in the Exeter Public Library meeting room.