

AGENDA
Exeter Public Library
Board of Trustees
May 27, 2025
6:00 PM

1. Call to order & roll call
 - a. Barbara Young, Sarah James, Cathleen Toomey, Sherry Kostenbader, Diana Perry, Julia Lanter.
 - b. Called to order at 6:09
2. Meeting Minutes
 - a. Barbara motioned.
 - b. Diana seconded.
 - c. Approved
3. Reports
 - a. Directors Report
 - i. See attached
 - ii. Summer Reading highlighted with lots of fun for all!
 - iii. Kids Room went to YMCA for Healthy Kids Day
 - iv. Girls on the Run made library a project site where they are handing out bookmarks in the Children's Room.
 - v. Teen tried international snacks and candy tacos in May.
 - vi. The library is hosting a special screening with PBS of "Free For All" on June 3 at 1 PM.
 - vii. Author fair June 28
 1. This event is similar to the craft fair where each author will have a table to sell their books.
 2. It is another way to support local authors and give them an opportunity to promote their books beyond a program.
 - b. Operating Statement
 - i. Everything going well. Following eBooks closely because of budget cuts at the state level.
 - ii. Question of budgetary year. July 1st is the start.
 - iii. Edit of professional expenses line to \$3,818.99.
 - iv. If the library doesn't spend the full budget, the money goes back to the Town.
 - c. Building, Grounds, Technology
 - i. Nothing to report.
 - d. Finance and Fundraising
 - i. Annual Appeal still trickling in with recurring monthly donations.
 - ii. The trust funds were officially merged into 7 individually named Trust funds.
 - iii. Friends of the Library will donate the funds to pay Trustees of the Trust for Harriet Merrill Principle shortfall
 - e. Long Range Plan
 - i. Long Range Plan Timeline presented including outreach initiatives
 1. Consider multiple formats (online and paper)
 2. Include the Friends in any outreach

3. Trustees have a bigger impact asking for participation than library staff
4. Farmers market participation question: The Friends have done it in the past. Hard to get because one non-profit per week.
- ii. Schedule June Committee Meeting to be determined at a future date
- f. Personnel and Policy
 - i. Lactation Accommodation Policy
 1. By law, we have to a policy by July 1, 2025.
 2. The library's policy has some built in flexibility to extend past 1 year with a doctor's note and more than 30 minutes increments with a doctor's note. It also allows for pumping during lunch.
 3. Edited to include recommendation language for the note in the Employee Responsibilities section in the third bullet point to now read "will require a doctor's note supporting the medical necessity of this schedule before approving this additional unpaid time off."
 4. Edited to include recommendation language for the note in the Employee Responsibilities section in the fourth bullet point to now read "A doctor's note supporting the medical necessity of the extended time period will be required to approve this additional unpaid time off for lactation."
 5. Edited to add language to include use of library's refrigerator in the Employee Responsibilities section in the sixth bullet point to read "Employees may bring their own personal cooler or insulated container to store breast milk. Employees may use the library refrigerator for storage of breast milk while at work."
 6. Question about breastfeeding. Not included in the language of the law. It is continued to be clarified with Child at Work Policy.
 7. Cathleen motioned to approve with edits
 8. Sherry seconded
 9. Approved
 - ii. Child at Work Policy
 1. Question about the Director or Dept Head approval. The library has a phone tree already established, so employees know who to contact
 2. Question about how short a time frame is permitted. Edited to now read in the Emergency Situations section in the second bullet point "Employees may request to bring their child in the event of an emergency [e.g., an unexpected school closure, unexpected illness of a caregiver, or for short periods and not to exceed an hour when the child may wait for transportation to arrive and pick them up]."
 3. Cathleen motioned to approve with edits
 4. Diana seconded
 5. Approved
- g. Friends
 - i. Membership is growing. Attendees are mostly new and no one stepping up to be officers.
 - ii. Trustees should encourage people to join the Friends.
 - iii. Volunteers needed on July 12 for the Independence Festival.
 - iv. Doing well financially. Funding programs and paying for the Trust Fund.

- v. Question about acknowledgement. In the past they have been given thank you cards. The library will be naming the Podcasting Room after them. It was recommended that Trustees should stop by Friends tables and thank them when they see them out.
 - vi. Question podcast room opening. The equipment has been ordered. Staff will receive training over the summer. There will be a more formal opening of the room in the fall.
- h. Social
 - i. Nothing to report

4. New Business

- a. New business requiring attention
 - i. CIP project 2027
 - 1. Cost at \$1.1 million
 - 2. We will be working with the same architects from renovation and same builders as the new walkway bridge.
 - 3. This plan was originally part of the first proposed renovation plan, but that vote did not pass.
 - 4. The library holds the rights to build until 2029.
 - 5. Laws have changed to river encroachment so we wouldn't be to do this in the future.
 - 6. Suggestion to add plan of what the interior of walkway looks like so people can see how it can be used.
 - 7. The next step is to get the town to say yes to including this as a project for 2027.
 - 8. Julia is researching any other funding sources.
 - ii. Send letter of request to Search Committee for a new Town Manager to include the library
 - 1. Diana will write the letter coming from the trustees.
 - iii. Reimbursement of food and sunshine fund
 - 1. Historically, trustees chipped in \$20-25 for flowers in event of emergency of the trustees and for food for meetings. The question is being raised if this wants to come back.
 - 2. Cathleen motioned
 - 3. Diana seconded
 - 4. Discussion when trustees would provide the funds. It was proposed for next meeting. The funds will be overseen by the treasurer and kept with the trustees' materials
 - 5. Approved.
 - iv. Discussion about Trustees Guidelines
 - 1. Reminder that meetings must be publicized at least 48 hours in advance.
 - 2. If you have any questions about things happening at the library, talk to the Director. The board talks as 1 voice.
 - 3. Everyone needs to work together as a board.
 - 4. The RSA states that if more than two board members are talking it is considered a public meeting and must be announced.
 - 5. Libraries are for everyone and public has certain perceptions. The trustees work to support the interests of everyone.
 - 6. Long Range Plan and Social events are included in this RSA

- b. Next meeting June 24, 2025, 6 PM @ Exeter Public Library
 - i. Cathleen and Barbara will not be here. If anyone else knows they cannot attend, please alert Jenny and Julia ASAP.
- 5. Closed session if necessary
(RSA: 91-A: 3 Executive Sessions)
- 6. Public comment
 - a. None
- 7. Adjourn
 - a. Barbara motioned
 - b. Cathleen seconded
 - c. Approved. End at 7:14 PM.