

AGENDA
Exeter Public Library Board of Trustees
August 25, 2026 6:00 PM

Zoom Link: <https://us06web.zoom.us/j/89746791550?pwd=SCzdEnsyaDDeNrEEYSYo5fDvab5cAS.1>

1. Call to Order

Chair called the meeting to order at 6:05 PM.

2. Roll Call

a) Present (in person):

Barbara Young, Diana Perry, Susan Feltus, Sarah James, Deborah Wold, Kathy Boudreau, Julia Lanter (Director)

b) Staff:

Shelby Lennon, Kelsey Lovejoy

c) Present (remote):

Cathleen Toomey (unable to attend in person due to family illness)

d) Departures:

Diana Perry left at 7:06 PM and Cathleen Toomey exited Zoom at 7:28 PM

3. Correspondence

No correspondence.

4. Review and Approval of Minutes

e) June 23, 2026 Minutes:

f) Motion by Sarah James to approve the minutes. Seconded by Susan Feltus.

- Corrections recommended by Deborah Wold:
 - “minutes” listed twice
 - apostrophe added to “Pages”
 - removal of the phrase “in the talk of page’ pay”

Motion passed unanimously.

2) July 2026 Minutes:

a) Motion by Sarah James to approve. Seconded by Deborah Wold.

- Motion passed unanimously.

5. Reports

a. Director's Report

- **Summer Reading:** Strong overall participation; teen participation decreased. Staff are planning tween-focused programming to support transition from Children's Room to Teen Scene.
- **Teen Behavior & Building Damage:** Some exterior building damage occurred, likely from e-bikes. Police notified. Director is exploring nighttime security cameras for building protection while maintaining patron privacy.
- **HVAC:** Difficulty securing recommended vendors (Town of Exeter, Unitil, Recommissioning Committee recommendations). Anticipated CIP needs include ductwork, aero-barrier, ERV sensors, cooling coils, and additional insulation.
- **Building & Maintenance Committee** meeting scheduled for August 28 at 2:00 PM.
- **Policy Committee** will meet to address compliance with the newly passed trespass law (HB 1184).

b. Operating Statement

- Electricity costs have increased significantly; book purchasing reduced to offset costs.
- 2027 draft budget includes a tripled electrical line to reflect actual usage.
- Library replaced HP printers with Brother printers to avoid subscription-based ink requirements. Princh is being evaluated for credit-card printing and remote submission.
- Director recommends purchasing door counters next year for accurate patron usage data.

c. Budget Committee discussion moved to New Business.

d. Building and Grounds No new report on the Trane contract.

e. Technology

Committee not yet established. A September meeting is planned. Shelby Lennon recommended as staff liaison.

f. Fundraising Committee

Next meeting: September 17 at 2:00 PM.

A postcard with library facts is being designed for community distribution.

Cathleen Toomey is funding graphic design personally.

g. Long Range Plan

Survey analysis ongoing. Next meeting: third Thursday in September.

h. Policy Committee

Meeting scheduled for Monday, September 21 at 3:00 PM to review HB 1184 (trespass law).

i. Friends of the Library

Next meeting: September 15. Friends held a fundraiser at Street and remain financially strong. Director will attend next meeting with data showing how Friends funding reduces taxpayer costs.

j. Social Committee Staff in-service lunch scheduled for August 31 with 12 staff attending.

k. New Trustees Committee No report; committee will convene in March.

6. Continuing Business No continuing business.

7. New Business

a. 2027 Budget – Version 1 Director met with Town Manager Paul Cohen, Corey Stevens, and Melissa Roy to review the first draft of the 2027 budget.

Key Budget Drivers:

- **Part-Time Hours Increase (55.2%):**

- Public request for expanded Saturday hours (proposed 9 AM–5 PM), adding approx. \$57,731.
- Loss of savings from retiring staff; PT budget has been insufficient for two years, requiring reduced hours and salaried staff covering shifts.

3) Staffing Changes:

- Full-time positions reduced from 10 to 9 in 2025, increasing reliance on PT coverage. Only one staff member remains retirement-eligible.

- **Operational Notes:**

- Library cannot close sections of the building for cost savings due to safety concerns.
- Manual patron counts show high usage (approx. 200/day upstairs; higher in Children’s Room).
- Trustees discussed possible hour adjustments; morning reductions were considered but evening hours remain heavily used. Concerns over seniors and young parents being affected by a later opening were discussed.

4) Budget Impact:

- Overall increase request is 13%, primarily due to PT staffing and electricity.

Director and Kathy Boudreau will prepare data distinguishing PT costs related to expanded Saturday hours versus fourth-quarter shortfalls. Alternate hour models will be analyzed for September.

- 5) **Motion:** Motion by Sarah James to accept Version 1 of the 2027 budget draft. Seconded by Susan Feltus.

Motion passed unanimously.

Director confirmed focus will be on expanding Saturday hours rather than Sunday hours. PT budget stabilization anticipated in 2028 if 2027 funding is approved.

8. **Public Comment** A community member expressed appreciation for the library and requested additional quiet reading space. Director noted plans to designate the Mystery Wing as a quiet area once HVAC issues are resolved.

9. Adjournment

Motion by Susan Feltus to adjourn. Seconded by Sarah James.

Motion passed unanimously.

Next Meeting: September 22, 2026 – Children's Craft Room