

MINUTES
Exeter Public Library
Board of Trustees
April 22, 2025
6:00 PM

1. Call to order at 6:02
 - a. Roll Call- Jenny Medlock, Barbara Young, Sarah James, Davis Moore, Lisa Wilson, Diana Perry, Kathy Boudreau, Cathleen Toomey, Julia Lanter
2. Correspondence
 - a. Thank you note for Riverwoods.
 - i. They are donating money equipment in the Conference Room, including an OWL Labs Meeting Camera.
 - b. Thank you note for Friends of the Library.
 - i. They are giving money to purchase 6 square, foldable tables for the Conference Room. They are also giving funds for podcasting equipment.
3. Minutes last meeting
 - a. One correction via Jenny to correct a typo on page 2 to now read “It may make giving to the library more appealing if it’s known.
 - b. Barbara moved
 - c. Sarah seconded
 - d. All approved
4. Continuing Business
 - a. Peter Lennon, Chair of Trustees of the Trusts
 - i. Update on Trust Fund merger of duplicate trusts under same name
 1. On 4/28 the Trustees of the Trust will formally merge the money that had been split back under one name
 2. This will reflect the reality of state’s perspective, in which they only acknowledge it as one.
 3. It seems the town divided them to reflect new deposits, but it is unclear why it happened.
 4. They library will go from having 11 trusts to 7. There is no change in money.
 - ii. Update on Harriet Merrill Trust Fund amount to be withheld to replenish fund
 1. On 4/28, the Trustees will also decide to replenish Harriet Merrill Trust Fund. They figure the best way to replenish it is to take annual interest earned to restore principal, totaling \$479.88. This will take about 4 years to do. This does mean that the library will not be able to take their full request out this year. The library can still take from other trusts at their full amount.
 - iii. Discussion of Warrant Article for Building Maintenance and Repair Fund
 1. Julia sent him a draft of article and a list of what would be done with fund.
 2. He explained that there are different types of trust funds: operations and maintenance, capital reserve funds, expendable funds, non capital reserve funds.
 - a. They are all treated same way in eyes of law.

3. He recommends to continue talking to Russ Dean and Corey Stevens. At the end of day, the Trustees of the Trust rely on them to make the recommendation on what kind of fund it should be. The Trustees of Trust are consulted at the end of the process and will discuss any concerns they see.
 4. When deciding on the list for approved types of projects, be broader with your language. Don't be too specific in the language with what you think it might fund.
 - a. It is important that language is all encompassing because Trustees have two major functions: fiduciary responsibility and to confirm reimbursement requests fit in the language of the trust fund that the voters approved on.
 - b. They are limited by language of the trust fund, but they want to say yes.
 5. Peter will share the definitions the town came up with for capital improvements projects and funds.
 6. It is important to recognize that the language in the trust fund warrant article covers what can be done with the money in general.
 7. Peter recommended that the relationship between the Library Trustees and the Select Board needs to be clarified as to who would submit the warrants. Julia will discuss with Russ about the process and the division of power.
 8. Julia did confirm that the past CIP did have to go through Select Board, so we will need to check on statutes and ordinances. Either way it will be good to keep them in the loop.
 9. Trustees of the Trust had to go through a long process to get their warrant article. Peter conveyed that the process can be long. It is important to share information with the public at all steps. Err on side of over informing the public about the issue in question. Make sure you go through all the steps. Peter will provide some additional resources from their experience.
 10. He also informed that it is better to have budget committee fully on your side. Talking with them is a very important step to the process.
 11. Once warrant article is done, it is taken to the Town Counselors to confirm legality. You can always ask them beforehand if needed.
- iv. Davis asked about the loss of the \$415.95 in the Harriet Merrill Fund in 1957 town report. If there was a significant lost on interest over time? Is it possible to be restore it all in one payment? Are there any ways to repay it other than the recommendation from the Trust?
1. There is no past information on this case. The terms of trust is that if the principal is reduced it needs to be repaid. There are no other sources available to the Trustees of the Trust to pay back. Other funds all have their own purposes. He will reconfirm, but it goes back to the language of the other funds to see if it could be used in another way. For example, if the phrasing was if it could be used for the "betterment of the library" that would probably be the only language to allow it. If the language is more specific, they couldn't take that income to restore it.

2. A one-time payment may be possible but we would need to consult with the Trustees of the Trust and Corey. The library does not have funds that could be used for that like the operations budget, etc. It could come from the Friends if we really wanted to put 415.95 to bed. They are funding a few other projects right now.
3. The trusts are impacted by the overall market. If at the end of the year the principal and interest are reduced, it was a loss year, which could have been the case back then. Now the trusts are aided with a financial advisor investing in low-risks stocks and bonds and can be explained better now. The Trustees of the Trust can see with quarterly reviews to see the direction things are moving.
4. Peter is reconstructing the briefing books for the Trustees and finding the trustees of the past did thing differently.
5. Call to move Adult Changing Table discussion forward
 - a. Davis motioned
 - b. Lisa seconded
 - c. All approved
 - d. Amanda Kelly- Exeter Resident, on Budget Committee, on the board for the Universal Changing Station Alliance, which is why she is here tonight
 - e. The Universal Changing Station Alliance is aiming to get as many changing stations in NH as possible
 - f. The 1st in the state was in Exeter in the old Town Hall. Some will be installed in the Bath House at the Pool, in the new Parks and Rec facility, at the YMCA, and in the Train Station.
 - g. Other cities include Nashua, Salem, and Dover, who are adding 5.
 - h. Using CDC data, 13% of the population is disabled. 4% needs assistance in daily living.
 - i. If spaces don't have them, it can mean that people could use a too small tool that could be dangerous, they may have to be on the floor or change in their car, or they don't leave their house. This is especially challenging for bigger kids who are too tall. Teens/ Adults aren't always able to be lifted and it can be dangerous on devices not meant for them.
 - j. This is a nationwide issue that has support from all sides. Right now Ohio and Tennessee are leading the changes.
 - k. Exeter has an established ADA fund to work on all projects in town, but the library is not eligible to access them.
 - l. A brief history of the laws: ADA was founded 1990 with the standards being established in 1991. The law was revised in 2012. None of those instances included universal changing tables. NH in 2019 established that new construction of certain size or if they were a public building now required a universal changing table. This was also established in the International Building Code in 2024. Airports of a certain size will also be required to have at least one in each terminal by 2030. This is not going away and gaining traction.
 - m. A Universal Changing Station is height adjustable, 25" wide, 72" long, and supports up to 350 lbs. They fold up against wall and protrude about 4-7" from wall depending on what type is purchased and installed.
 - n. When older buildings can't fit the full height adjustable sized table, there are smaller ones, but they are not really universal.
 - o. Cost and funding: \$6,000 for the table plus installation. Retrofitting costs from \$1,000-\$5,000 with electricity tending to be the costly component.

- i. CDBG was the best funding option, but it is closed now. NH Charitable Foundation can also be a viable option, but many organizations are tapping into that right now. Her recommendation for ease is adding it as a budget item for 2026. There are other organizations that could be options.
 - p. They are best to be placed in high use areas with privacy. A toilet, sink and trash can are still needed. Electricity and a strong wall are needed in the building. Signage and wayfinding are also key to making sure people know it's there.
 - q. Julia explained that we would keep the one we have and add one to the adjacent bathroom, as we know it has a strong wall already. The ground level is closer and easier access. Upstairs would involve moving the both bathrooms around and some reconstruction.
 - r. Kathy asked a question about the buttons being easily accessible to kids. Amanda said we may be able to choose location of controller to resist temptation. In the other locations they already have this has not been a problem.
 - s. Jenny asked if there were any warranties likely offered. Amanda was not sure, but Julia said she would inquire and report back.
 - t. Sarah asked if there would need to be any staff training. Julia said the Children's Room staff is already trained with the other table, so likely there would be introductory information given to the staff. The staff is also trained to provide cleaning materials to caregivers on request.
 - u. Julia also said we may want to keep Amanda in mind as we go into the Long Range Plan.
 - v. Amanda let the board know that there will be a town Accessibility Forum on May 7 at 5:30 in the Nowak Room.
 - w. Something to include on the budget? General agreement 15,000 line item on budget for next year
- 6. Reports
 - a. Directors Report
 - i. Everyone doing great.
 - ii. Everyone loves the library.
 - iii. The Craft Fair is on May 3.
 - iv. Lit Fest was a huge success.
 - b. Operating Statement
 - i. We received the second check from town, so now we have the full budget.
 - ii. The Annual Appeal changing every month because of reoccurring donations. The library has also kept advertising up.
 - c. Building, Grounds, Technology
 - i. N/A
 - d. Finance and Fundraising
 - i. See above about Annual Appeal.
 - e. Long Range Plan
 - i. They will likely utilize Amanda.
 - ii. They want to start next month.
 - 1. They still need to recruit a committee
 - 2. Julia can facilitate
 - 3. Julia can make a timeline of the project (i.e. community survey, promote results, report)
 - 4. Davis and Jenny already on committee
 - f. Personnel and Policy
 - i. Mileage reimbursement Policy

1. There is currently nothing in policy
 2. More staff are going offsite and paying out of pocket
 3. There was never even realized we didn't have it.
 - ii. Cathleen moved to adopt.
 - iii. Davis second
 - iv. Sarah suggest clarify approval by whom
 1. Form approved by Director or designee
 - v. Approved
 - g. Friends
 - i. They are considering holding some money in CDs to be used towards ILL if needed in the future.
 - ii. The CDs will be rolling over for another 3 months soon.
 - iii. They are happy to fund the tables and some of the performances for summer (Norman the Magician and Bottom Dollar Duo).
 - iv. They did wonderful job at Lit Fest. They got donations from Inkwell Coffee, New England Pizza, Enna Chocolate, Thirsty Moose, On the Vine, Me & Ollie's, Moe's, The Juicery, Hannaford, Jersey Mike's, and the Chocolatier. They also collected donations from participants. Any remaining food was donated to community fridge. The concert was a big hit for all ages.
 1. They discussed how to make the event even better. Dimming the lights was suggested, but they discussed why that is not allowed due to safety concerns. They did recommend additional signage for the elevator.
 - v. They have a fundraiser at Otto on May 12. They will have a luncheon to gather together, but the fundraiser is all day, dine in or take out.
 - vi. They are leading the raffle at the Craft Fair on May 3.
 - vii. They are excited to help at the kick off event for summer reading.
 - viii. Cribbage is going strong.
 - ix. They are providing podcast equipment funding. The room the equipment will be used in is already soundproofed.
 - x. Julia is hosting an event with OLLI (Martha) on 4/23 at 11:30 AM. It is a lunch and learn event for library related topics: graphic novel event.
 - h. Social
 - i. Lisa is working with Julia for a Spring Staff Lunch on the decks.
7. New Business
- a. New business requiring attention
 - i. Riverwoods donation notification.
 1. Proposed renaming to the Riverwoods Conference Room
 - ii. Proposed renaming Study Room 1 to Friends of the Library Study Studio in light of their donation
 - iii. Adult Changing Table Upgrade
 1. See above
 - iv. Phillips Exeter Academy Library & Exeter Public Library Meeting to strengthen ILL opportunities for cardholders
 1. Julia is meeting with Laura Wood to see if they are open to an Exeter Library Card through ILL with a liaison
8. Next meeting May 27, 2025, 6 PM @ Exeter Public Library
9. Closed session if necessary
- a. (RSA: 91-A: 3 Executive Sessions)
10. Public comment
11. Adjourn

- a. Davis motioned to end.
- b. Barbara seconded.
- c. All approved
- d. End at 7:35 PM