

EXETER PUBLIC LIBRARY
Trustees Meeting Minutes
May 24, 2022

1. Call to Order: Jenny called the meeting to order at 6:03 pm we took roll call.

Present: Lisa Wilson, Denise Leonard, Laura Wyskiel, Jenny Medlock, Barbara Young, Kathy Corson, Hope Godino, Mary LaFreniere (arrived late)

Absent: Linda Tober, Paula Sears

2. Correspondence: None

3. Minutes from the Previous Meeting: There was a motion to approve the minutes from the April 2022 Meeting. The minutes were approved with one change to the date for the staff lunch now being June 10th at noon.

4. Reports:

a. Director's Report: Hope shared that John Forti was upstairs tonight sharing his new book, The Heirloom Gardener: Traditional Plants and Skills for the Modern World. On Thursday, May 26 at 6:30 there will be a viewing of the documentary My Garden of a Thousand Bees about Martin Dohrn who films bees in his urban garden in Bristol, England. There will be a discussion with local beekeepers following the documentary. Books are still available for book discussions with local historians to support the Let's Talk About it: Women's Suffrage program. There are two upcoming music series events: Portsmouth Symphony Orchestra's Brass Quintet on Tuesday, June 7 at 6:30 pm and Poco Amare on Tuesday, June 21 at 6:30 pm. Featured artists in May are the Ten Piscataqua Painters. Adult books groups for June: Evening group on Wednesday June 8th at 6:30 discussing The Feather Thief by Kirk Wallace Johnson and the Morning group on Wednesday, June 15th at 10am discussing Disappearing Spoon by Sam Kean. The Teen Advisory Board meets the fourth Monday of the month at 3:30 pm. Teen Thursdays in May will have indoor smores and the board game "Hangry". Teens will write letters to soldiers for Memorial Day on Friday, May 27th. On Saturday, June 18th beginning at 11am the Teens will have a book swap.

Tuesday in June will be teen gaming days. On Saturday May 14th during the Alewife Festival, we hosted a craft for children in Founders Park that was well attended. Preschool story times are on Tuesdays at 10 am and Family story time is on Wednesdays at 10am. Children's Lego Club meets on the second and fourth Wednesday of the month and the Sewing Club meets on the second and fourth Monday of the month. Open Art is on Fridays from 9am to 4pm. In June the Children's Room will offer Art Class for children ages 8 and up.

b. Operating Statement:

Hope shared that we have a service contract with Dowling for the HVAC system. She said they are checking things that may be using more water. The electricity will also be checked. We are using less but paying more. The few service contracts that we have are for the HVAC system and the elevator. The supplies line includes some supplies for the renovation.

c. Building and Grounds:

There are new handicap spots. There was a question about a spot for a van, but they are allowed to use two spots if needed which is ADA compliant. Under the tunnel needs two sprinkler heads and one lens on a light.

HVAC needs to be fixed.

The pyramid light will be getting a new black box. The outside lights are getting fixed as well. They are not coming on. Right now, the first staff member in turns them off and the last one to leave turns them on for the night.

50 chairs for the meeting room have come in. One chair needs to be fixed.

d. Finance and Fundraising:

Nothing right now. The Annual Appeal letter will be coming up again in the fall.

e. Long Range Plan: Nothing at this time

f. Personnel and Policy: We each still need to jot down what we do for the committees we are on so that information can be passed along to new committee members.

We made changes to the library guidelines concerning use of the library. The changes were voted on and accepted. We also made changes to the deck policy that were accepted with changes.

GUIDELINES/RULES **DELETE**

CHANGE TO GUIDELINES

The following code of conduct governing the use of the library by the public shall be enforced in order to provide a standard of acceptable behavior:

CHANGE TO

Guidelines

The following standard of acceptable behavior is expected at the Exeter Public Library. (Changes Passed)

1. Respect for other library users shall prevail at all times.

CHANGE TO

1. Respect for all other library users and staff is necessary at all times.

1. Respect for all library patrons and staff is necessary at all times. (Accepted with changes)

2. Smoking, use of smokeless tobacco, alcohol, and narcotics will not be tolerated in the building or on library grounds.

CHANGE TO

2. Smoking, vaping, use of smokeless tobacco, alcohol, and drugs are not allowed in the building or on library grounds (Changes passed)

3. Consuming food or beverages is strictly prohibited, except in certain areas of the library and during special library-sponsored events when food and drink are served.

CHANGE TO

3. Food and beverages are only allowed in certain areas and during special events.

3. Food and beverages are only allowed in outdoor spaces and during special events. (Accepted with changes)

4. Shouting, running, pushing or other rowdy, rambunctious or disruptive behavior is not permitted. Disruptive behavior is defined as destructive or continuing activity by any individual or group of individuals which infringes on other patrons' rights to use the library for reading, research, study, etc.

CHANGE TO

4. Disruptive behavior is not acceptable. (Changes passed)

5. Improper acts which are subject to prosecution under criminal or civil codes of law are prohibited. Only one person at a time is allowed in the rest rooms with the exception of a parent and a young child or a disabled person in need of assistance.

CHANGE TO

5. **Criminal acts are prohibited by law.** (Changes passed)

6. Destruction or defacement of the library building, property, or library materials is punishable by law. **DELETE** (Changes passed)

7. No person shall bring, or let into the library building, any animal, other than a service dog, without the authorization of the library director.

CHANGE TO

6. **Only Service animals are allowed in the library** (Changes Passed)

8. No person shall threaten the safety or rights of another person while on the premises of the library by violent, riotous, or disorderly behavior or by abusive, obscene, or profane language. **DELETE** (Changes Passed)

9. Canvassing, selling, soliciting or distributing materials is prohibited without the permission of the library director.

CHANGE TO

7. **Canvassing, selling, soliciting or distributing materials is not allowed.** (Changes passed)

10. Appropriate attire including shirts and shoes must be worn inside the library building.

CHANGE TO

8. **Shirts and shoes must be worn inside the library building following State Law.**

8. **Shirts and shoes must be worn inside the library building according to State Law.** (Accepted with changes)

11. Personal telephone calls cannot be made from or accepted by the library. With staff permission, local calls of an urgent nature may be made on a library telephone. Conversations on cellular phones are not permitted inside the library building, except in the hall areas. Those carrying cell phones should either deactivate them or keep them on their person at all times to prevent uncontrolled beeping. **DELETE** (Changes passed)

12. Members of the public must use only authorized entrances, exits and stairways. No loitering in the parking lot, or blocking of public entrances is permitted. **DELETE** (Changes Passed)

13. No person shall leave children under the age of eleven unattended for any period of time on library premises. Especially on the library balcony or in the elevator, young children must always be accompanied by a parent or other adult in charge of them. Parents or guardians are always responsible for the supervision and behavior of their young children.

CHANGE TO

9. Children under the age of eleven must be attended by a responsible caregiver at all times

9. Children 11 and under must be attended by a responsible caregiver at all times. (Accepted with changes)

14. All persons are expected to comply with reasonable requests of any library staff member. **DELETE** (Changes Passed)

15. Any person who, in the opinion of the library staff, is engaging in conduct described here as inconsistent with the orderly operation of the library will be asked to leave and will be expected to do so in an orderly manner. **DELETE** (Changes passed. Covered in #4)

16. No person shall take library materials without properly signing them out. Removal of library materials without checking them out is larceny.

CHANGE TO

10. Library materials must be properly checked out before leaving the building. (Changes Passed)

17. All bicycles must be left outside on the racks provided.

CHANGE TO

11. Bicycles, scooters, skateboards must be left outside the building on or near the bicycle rack. (Changes Passed)

18. Patrons are expected to cooperate with staff when closing time is announced. Usually 10 to 15 minutes before closing time, notice is given over the speaker system providing enough time for borrowers to check out library materials at the circulation desks.

CHANGE TO

12. Patrons are asked to please leave the building when the library is closed announcement is made.

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Deck Policy:

The Exeter Public Library's two outside decks located off the Adult Reading Area will now be open to the public at the discretion of the library staff. Safety is very important to us at the Library and, therefore, there are certain rules that **MUST** be followed by everyone who uses these decks. Anyone behaving in an unacceptable manner, will be instructed to leave the deck area immediately. Children 11 and under must be accompanied by a parent or guardian over 16 years old.

Acceptable behaviors: • Walking • Sitting • Talking quietly • Reading • Playing board/card games

Unacceptable behaviors: • Running • Pushing • Throwing items • Jumping • Standing on rails or cement

below railings • Loud talk • Talking or yelling to people in the park If the decks are opened on a particular day, they will be closed 15 minutes before the library closes.

Change to

The Exeter Public Library's two outside decks are located off of the Adult Services Area.

Safety is very important.

Anyone behaving in an unacceptable manner will be asked to leave the deck area.

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(Accepted with changes)

g. Friends: There was no meeting in May. The next meeting will take place in June.

h. Social: Friday, June 10th there will be a staff appreciation lunch at 12 noon.

5. Continuing Business: None

6. New Business: None

7. Closed Session, if necessary: None needed

8. Public Comment: None

9. Adjourn: The meeting adjourned at 6:44 pm.

The next meeting is Tuesday, June 28, 2022 at 6 pm

We are off in July and August and will resume in September.