

AGENDA

Exeter Public Library Board of Trustees

May 26, 2026

Zoom link: <https://us06web.zoom.us/j/82332184878?pwd=jyHLWsSsHm45tw5WdTVsJVkpgV1Jf.1>

1) Call to Order and Roll Call

- a. 6:03 PM
- b. Barbara Young, Julia Lanter (Director), Deb Wold, Susan Feltus, Kathy Boudreau, Sarah James
- c. Sherry Kostenbader attended virtually due to illness

2) Correspondence

3) Review and Approval of Minutes

- a. Minutes of the Previous Meeting are available at:
https://www.exeterpl.org/files/ugd/48fbf9_942aaaa45bf146f99a9d3eea_a2db6163.pdf
- b. Cathleen Toomey arrived at 6:06 PM.
- c. Cathleen motioned to accept the minutes as is.
- d. Susan seconded.
- e. Roll call vote
 - i. Kathy Boudreau- aye
 - ii. Susan Feltus- aye
 - iii. Cathleen Toomey- aye
 - iv. Deb Wold- aye
 - v. Sherry Kostenbader- aye
 - vi. Barbara Young- aye
 - vii. Sarah James- aye
- f. Motion is carried.

4) Public Meeting

- a. **Discussion and possible acceptance of a Grant (RSA 202-A:4-c/ RSA 31:95-b):** Discussion and possible action regarding acceptance of a \$14,697 grant from the American Library Association's Sustainable & Resilient New England Libraries Grant program to support Internet infrastructure upgrades and the addition of patron-use laptops.
Acceptance of a Donation (RSA 202-A:4-c)
 - i. Sarah James (70 Court St, Exeter) asked if the entire project would be covered by the grant or if the library budget would have to cover any costs.
 - ii. Julia answered that the grant would cover all costs.
- b. **Discussion and possible action regarding acceptance donation:** Discuss and possibly vote to accept anonymous donation of \$12,789 designated for the construction of custom storage cabinetry with integrated storytime seating in the Library's children's craft room.

- c. Cathleen motioned to vote to accept the grant from American Library Association's Sustainable & Resilient New England Libraries Grant for \$14,697 for internet infrastructure upgrades.
- d. Deb seconded.
- e. Roll call vote
 - i. Kathy Boudreau- aye
 - ii. Susan Feltus- aye
 - iii. Cathleen Toomey- aye
 - iv. Deb Wold- aye
 - v. Sherry Kostenbader- aye
 - vi. Barbara Young- aye
 - vii. Sarah James- aye
- f. Motion is carried.
- g. Cathleen motioned to accept the donation of \$12,789 for the construction of custom storage cabinetry with integrated storytime seating.
- h. Susan seconded.
 - i. Kathy Boudreau- aye
 - ii. Susan Feltus- aye
 - iii. Cathleen Toomey- aye
 - iv. Deb Wold- aye
 - v. Sherry Kostenbader- aye
 - vi. Barbara Young- aye
 - vii. Sarah James- aye
- i. Motion is carried.

5) Public Comment

- a. None.

6) Reports

a. Director's report

- i. Julia corrected the report: she is to going to the American Library Association in June not May. It is taking place in Chicago.
- ii. HR department requested the library to submit paperwork for Cost of Living Increases earlier. This will be included in the June report when it is completed.
- iii. Beth Kendall has informed the library that she will be retiring August 12.
- iv. A part time employee will be leaving at the end of August.
- v. Pay rates for Torrin Tanner and Sarah Medlock have been adjusted to rectify their pay on the Library's pay scale.
- vi. Budget will be tight for Part Time in Q4. Part time hours were not adjusted in this year's budget correctly due to a shortage of part time hours in 2024, which affected 2025 part time hours starting in August 2025. This shortage was not address in the 2026 budget. Next year's budget will need to be adjusted appropriately.

- vii. When the 2025 Institute for Museums and Library Services annual report comes out, we should look at similar sized libraries and libraries with similar output in paying part time.
- viii. 68 Hours of Hunger will be partnering with the library to give out food during the summer. This partnership just was struck on 5/26/2026. More details will be coming in the next report.
 - 1. Question about if Julia had any concerns about any extra work for staff. Julia does not as 68 Hours of Hunger will be dropping off the bin and providing a list of food items to be circulated. The bins will be located at the entrances of the building in case people wish to not be seen partaking in the program.

ix. **HVAC Updates**

- 1. Public Works tested the boiler. It failed, but has already repaired by Dowling.
- 2. Pumps died and have already repaired by Dowling.
- 3. Unitil Energy Efficiency Audit & May 13 Meeting

x. **Storage Units**

- 1. Potential savings for wood in Storytime Shelving Project.
- 2. Jeff Beck has been a great help in getting the units cleared.
- 3. We found large pieces of wood in the storage units, which can be used in the shelving project to help cut cost on the project.
- 4. What this saves us can be returned to the donor and see if they want to support other projects.

b. **Operating Statement**

- i. This meeting includes a new report submitted by Corey Stevens to show how he is tracking and reporting to the town.
- ii. The trustees would like to see both in June as well.
- iii. Donation form
 - 1. Do we want to include something like this when people are looking to donate based on the policies and laws?
 - 2. Edits:
 - a. Fund designation has 2 blocks. Remove one.
 - b. Adjust to opt out instead of opt in. Rephrase to “Unless otherwise noted below” ending at Trustees. Cut the end of the line.
 - c. Strike “Name(s) for acknowledgement” section.
 - 3. This form would be used at the moment of inquiry.
 - 4. A signature is needed for auditors to make it a legal document.
 - 5. Question about what happens with a bequest
 - a. If there was an issue with the wording of the intent of the bequest, the library could reach out to the family

to clarify or request an adjustment. Ideally, the library would try to work with people before the bequest goes into effect.

- b. Julia can make a brochure about bequests
- iv. Denise has met with a potential accountant.
- v. Julia is still waiting on purchasing large numbers of books.

c. **Budget Committee**

- i. Nothing to report.

d. **Building and Grounds**

- i. Next Resilient Building Group meeting Wednesday June 10 at 9 AM.
- ii. Trane contract is to be held until the Energy Audit is completed.
 - 1. Contract has been looked over for any questions and concerns by the committee. Waiting to hear back from Trane regarding a meeting time.
- iii. At the last group meeting, all major parties, except Trane, were there to discuss the accomplished points and what was still needed to be done.
 - 1. Dowling came in to check on mechanics for issues, but they could not be resolved mechanically.

e. **Technology**

- i. New agenda item starting in June.

f. **Funding Committee**

- i. No May meeting.

g. **Long Range Plan**

- i. Calendar is set up and dissemination plan is being enacted.
- ii. Next meeting is June 18 at 5:15 PM.

h. **Personnel Committee**

- i. No May meeting.

i. **Policy Committee**

i. **Bylaws Update and possible acceptance**

- 1. Edits noted:
 - a. Note on page 11- committee descriptions.
 - b. Separate out technology from Buildings and Grounds- they don't naturally group, include things like AI.
 - c. Page 12- add nominations for new trustees into the committee.
 - d. Julia has created forms for gathering names for the trustee nominations for the next meeting.
 - e. Long Range Planning Liaison as opposed to the committee.
 - f. Page 6 Article 3 section 2 elected needs to be bi-annually.

- g. Meeting no fewer than 9 times a year instead of 10, look at calendar to talk about adding a session in the summer in June meeting.
 - h. Clerical error on page 10, spacing incorrect to Hampshire.
 - 2. Deb moved to accept the updated bylaws of Exeter Public Library Board of Trustees on 5/26/2026.
 - 3. Cathleen seconded.
 - 4. Roll call vote
 - a. Kathy Boudreau- aye
 - b. Susan Feltus- aye
 - c. Cathleen Toomey- aye
 - d. Deb Wold- aye
 - e. Sherry Kostenbader- aye
 - f. Barbara Young- aye
 - g. Sarah James- aye
 - 5. Motion is carried.
 - 6. The committee will need to meet to work on the intent to be a trustee form and the submission to the select board.
 - j. **Friends of the Library**
 - i. The Friends have 2 fundraisers coming up.
 - 1. On 6/2 at 5 PM, Street in Exeter a portion will be donated to the Friends. People who go must tell their server they want to participate in the fundraiser.
 - 2. Water Street Bookstore will be donating a portion of the proceeds on 7/2 including online orders.
 - ii. All library requests for the summer were approved.
 - k. **Social Committee**
 - i. Not present
 - l. **New Trustees Committee**
 - i. No May meeting.
- 7) **Continuing Business**
- 8) **New Business**
 - a. Julia proposed an in-service day for the library after summer reading to reset the library and allow the staff to get ready for the fall. It could be a staff appreciation day.
 - i. It could be on August 31, 2026. Annually on the first day of school.
 - b. Susan moved to close the library on the first day of school for an in-service day.
 - c. Deb seconded.
 - d. Roll call vote
 - i. Kathy Boudreau- aye
 - ii. Susan Feltus- aye
 - iii. Cathleen Toomey-aye

- iv. Deb Wold- aye
- v. Barbara Young- aye
- vi. Sarah James- aye
- vii. Sherry Kostenbader- aye
- e. Motion is carried.

9) Adjourn

- a. Cathleen Toomey motioned to adjourn the meeting.
- b. Sarah James seconded.
- c. Adjourned at 7:25 PM
- d. Next meeting is June 23, 2026 at 6 PM