

AGENDA
Exeter Public Library
Long-range Plan Committee Meeting
March 19, 2026
5:15 PM

Zoom Link:

<https://us06web.zoom.us/j/81463908761?pwd=AXzsfbygid0cYVVKL5jj8ZzIjXP.1>

Meeting ID: 814 6390 8761 Passcode: 246869

1. Rollcall (3 Minutes)
 - a. Cathleen Toomey (Trustee Chair), Julia Lanter (Library Director), Shelby Lennon, Jan O'Brien, Kaye "Scheids" Scheidler, Manon Kotkowski, Amanda Kelley, Jenny Medlock, Sarah Medlock
 - b. Julia introduced Cathleen Toomey as the new liaison from the Board of Trustees.
 - c. Cathleen calls the meeting to order at 5:17 PM, Manon seconds. Approved.
2. Review minutes (5 minutes)
 - a. [January Minutes](#)
 - i. Amanda motioned to approve the January minutes.
 - ii. Jenny seconded. All in favor-approved.
 - b. [February Minutes](#)
 - i. Julia motioned to approve the February minutes.
 - ii. Manon seconded. Amanda abstained. The vote passed.
3. Review of Teen Sub-Committee Meeting (5 minutes)
 - a. Julia discussed the last Teen meeting which did not have enough attendees for a quorum.
 - b. The teen survey indicates a raffle entry for teens who complete the survey.
 - i. Manon volunteered to donate a gift card for Water Street Book Store to be a grand prize for the teen raffle.

- ii. Cathleen volunteered to donate several gift cards for D Squared Java for the teen raffle as well.

4. Approve Survey Questions (10 minutes)

- a. Amanda discussed changing every instance of “the library” to instead say “Exeter Public Library” for clarity. The group agreed.
- b. Fixed grammar- every instruction in parentheses starts with a capital letter, has no punctuation inside parentheses and followed by a colon. The group agreed to this change for consistency.
- c. Members discussed adding star visuals to questions 2 and 4 because those questions are related to rating the library on a scale.
- d. The library’s website with the survey link (exeterpl.org/survey) was added to the printed survey.
- e. All of the above changes were made. Cathleen motioned to accept the survey questions as they are. Julia and Amanda seconded. Unanimous approval by the committee.

5. Discuss Survey Dissemination Timeline for Survey (30 minutes)

- a. Review March 10 Town Election tabling
 - i. Manon relayed feedback she received from tabling on Election day. Middle- aged adults found the QR code helpful over paper surveys.
 - ii. Shelby informed the group there were 102 responses to the survey following March 10 Voting Day.
- b. Survey Timeline
 - i. Julia recommended having the survey’s completed by some time in August.
 - ii. Amanda felt sometime in June would be more than enough.
 - iii. Members Shelby, Manon and Jenny thought waiting until the Independence Festival on July 11 was better because of the expected attendance of the events. The committee agreed to end the survey on Saturday, July 11. The phrase “Return to the Exeter Public Library

by July 11 in book drop or at front desk” was added to paper surveys.

- iv. Manon asked how many surveys the last Long-Range Plan received. Shelby searched the last plan and there were 314 surveys collected back in 2010.
- v. The committee expects to beat that number and is aiming for 1,000 responses.

c. Other Areas of Community to Rollout

- i. [Disseminating Plan](#)

Next meeting: Thursday, April 16, 2026 at 5:15 PM