

EXETER PUBLIC LIBRARY
Trustees Meeting Minutes
November 28, 2023

1. Call to Order: 6:00 pm

Roll Call: Denise Leonard, Laura Wyskiel, Jenny Medlock, Kathy Corson, Barbara Young, Kathy Boudreau, Sarah James, Hope Godino.

Not in Attendance: Linda Tober, Lisa Wilson

2. Correspondence: none

3. Minutes from the Previous Meeting: Barbara motioned to discuss, Jenny seconded, Approved

4. Reports:

a. Director's Report: Staff will be having an ugly or fantastic Christmas Sweater contest. Many of the programs are well attended and there is something for all ages. The Afternotes will sing on A Cappella program on November 29th at 6pm. The Morning Book Group will read Wright Brothers in celebration of 120 years of the first flight.

b. Operating Statement: Annual Appeal has already brought in over \$8,000. This is from the first month of the appeal. Thinking of adding Giving Tuesday on the Facebook page next year. See if someone could offer a match. Possibly add that option on the card next year. There have been a lot of damaged books this year. Water damage has been a large problem.

c. Building and Grounds: Biggest expense is the bathrooms. There is a joint in the pipes that will need to be fixed. They will need to dig up the floor to do it. It will get done on the staff in-service day on January 26th. A staff luncheon will be provided by the trustees on this day. There is an issue with the handicapped toilet that needs to be fixed and one in the women's room that has been fixed.

d. Finance and Fundraising: none

e. Long Range Plan: none

f. Personnel and Policy: Financial policy review: Lapse of Appropriation removed, petty cash account is also removed from policy. Change to providing a yearly report instead of a monthly report. Request to go over the current trust funds at the January meeting.

Have board treasurer and chair added in the third paragraph.

Account – building fund – have it limited to library expansion/renovation/unforeseen repairs. (about \$100,000 in the fund right now)

Kathy asked why the library cannot have a capital reserve fund, similar to parks and rec/buildings (\$100,000). Have a warrant article to ask for that fund since it is standard practice for everything else in town. The library would not have the freedom to move the money when we want to if this was put in place.

Money that is not used, is put someplace else to save for later.

Mentioned to save the money for the river walk, but permits will be up and may have changed where that walk may not be allowed.

Motion to accept policy as amended: Denise motioned, Jenny seconded, approved.

g. Friends: Christmas tree went up today. Ute (one of the friends) will be giving some lectures on classical architecture. Looking at how other friend's groups are using their money to help their libraries. Offered to help defray costs of the wall. Otto fundraiser will be held in early April.

h. Social: Friday January 26th.

5. Continuing Business: RSA rule: Just post everything to play it safe, committee meetings and trustee meetings.

6. New Business: Laura and Denise will not be returning in March.

7. Closed Session, if necessary: rsa 91 A: 3 section2c : motion Barbara, Denise seconded to move into closed session

8. Public Comment: none

9. Adjourn: Jenny motioned to adjourn. Barbara seconded. We adjourned at 7:05pm.

Next meeting: Tuesday, January 23, 2024 at 6pm.

Respectfully submitted,

Laura Wyskiel

Secretary