

EXETER PUBLIC LIBRARY

Trustees Meeting Minutes

September 27, 2022 6:00 PM

1. **Call to Order:** 6:00 called to order
 - a. **Attendance:** Jenny Medlock, Linda Tober, Lisa Tober (left at 7:07), Laura Wyskiel, Hope Godino, Paula Sears, Barbara Young, Kathy Corson (arrived at 6:15)
 - b. **Absence:** Mary LaFreniere (resigned), Denise Leonard
 - c. **Election of new Chair and Treasurer:** Vice Chair Jenny Medlock acted as Chair during election of new Chair. Jenny started election by declining role of Chair. Laura Wyskiel made motion and Linda Tober seconded to amend the policy to read that “no trustee shall hold position for two consecutive years unless agreed upon by the board.” All yay except Paula Sears who abstained. Linda Tober made motion and Laura Wyskiel seconded “that Barbara Young become chairperson for remainder of term.” Barbara declined. Paula Sears made a motion for “Kathy Corson to become chairperson for reminder of term”. Laura Wyskiel seconded this motion. All in favor. New chair of Trustees is Cathy Corson.
2. **Minutes from the Previous Meeting:** Jenny Medlock motioned and Laura Wyskiel seconded to approve minutes, all in favor.
3. **Reports:**
 - a. **Director’s Report:** Hope- Sign up for Exeter Public Library Newsletter. Summer good, getting back to summer numbers. Children’s room program hosted a life-sized whale in large new children’s room. Great Bay Action Club visited library and library visited GBAC once a week all summer long. 21st Pet Show with Police Chief and Detective a success. Teen programs on food including chefs visiting to talk about working in food service industry, cupcake decorating and chocolate tasting. Adults celebrated decades with tie-dye, dress up and music and a dance party. In September Banned Book program and October Courageous Conversation program on lost local histories.
 - b. **Operating Statement:** Hope- Electricity up due to nationwide rise in cost, also more programs were run this summer to entice more patrons into building with high quality programming. This investment was successful in welcoming people back to library this summer.
 - c. **Building and Grounds and Technology:** Hope – Looking into solar cost. Susan Corson pointed out solar is getting more cost effective over time. Top light is on and timers working as needed.
 - d. **Finance and Fundraising:** Linda Tober – Edits to annual mailing. Edits include the following; Name at the end needs to be changed, card insert for appeal card more space for email to be written out, 3rd line We are / I am more space, Quotations are backwards and common stricken, Space out general fund so differentiated from chairs and write it first to connect to section asking “if you choose to purchase the chairs please note the name you wish to have placed on the chairs.”
Linda will send final draft to chair and Hope for editing and to ensure information is correct. Mary LaFreniere approved draft along with Hope prior to September meeting. Kathy Corson reminds that trustees that as elected officials library trustees can’t reply

all on items since that is considered an electronic meeting according to RSA 91-A. Final draft letter sent to Hope other than signature needs to update. Laura makes motion “to approve letter and card with edits” and Jenny seconded. All in favor.

Hope went over budget and explained that Town Manager asked to decrease budget for next year. Hope reduced public services as benefits and raises on town’s scale and were already agreed upon. Staff are all on same salary scale as non-union employees of town and sticking to same rate as all town non-union staff. The only place in budget where the library can cut are public services, i.e. books, periodicals, furniture purchases, professional education, programs and museum passes. Everything else in the budget is fixed. Increase Hope presented to Trustees was 3.5% Budget increase. Kathy proposed that the bottom line should be increased to 4.5% . Laura motioned that the trustees “approve budget with line item labeled #55233 Public Services changed from \$177,854 to \$189,854.” Motioned seconded by Barbara. All approved. “Motion to change bottom line of budget to 1,175,956” made by Laura. Jenny seconded and all approved.

- e. **Long Range Plan:** Nothing to report
 - f. **Personnel and policy:** Barbara – Barbara will talk about collection development policy next meeting. Laura asked about teacher cards. Main Street School, Lincoln Street school and all schools located in Exeter have library cards available for students *and* teachers. Teachers may get personal card in their name to check out books for themselves, not for the classroom. Books checked out for use in classrooms by students are to be taken out with the school’s Exeter Library card which is housed at all Exeter school libraries. All students attending schools in Exeter may also get library cards which last the length of the school term.
 - g. **Friends:** Barbara – Friends will buy five more chairs and a couch for teen room. \$400 earned during bookstore sale with Water Street Books.
 - h. **Social:** Lisa –Inquired about when should schedule staff appreciation. Discussion of twice a year staff appreciation. No vote taken. Lisa will consider times for staff appreciation day/days.
- 4. **Continuing Business:** Nothing to report.
 - 5. **New Business:** Hope- Hope took course on Long Range plans for state library. Asks for Trustees to answer the following (Hope’s homework): 1. In three words describe the library? 2. What are the greatest challenges to the library? 3. What’s the greatest successes of the library? 4. What is your donation to the future success to the library (not money or snacks, etc. but rather what would you do to ensure the future success of the library)?
 - 6. **Closed Session, if necessary:** None needed.
 - 7. **Public Comment:** None
 - 8. **Adjourn:** 7:19 Barbara made motion to adjourn and Laura seconded.

Next meeting will be October 25, 2022 at 6:00 PM in Exeter Public Library Craft Room