

**Exeter Public Library
Trustees Meeting
July 31, 2018**

Present: L. Haslam, D. Leonard, M. McEntee, J. Peschel, B. Young, L. Wilson, L. Wyskiel, H. Godino

Absent: S. Canty, M. LaFreniere

Call to Order: 6:00

Barbara opened the meeting with a roll call.

Minutes of the Previous Meeting: The minutes were accepted with two corrections.

1. Ballot was spelled incorrectly.
2. The correct name for the Exeter group is Exeter Business Engagement and Retention Program.

Operating Statement:

1. The Building, Maintenance and Supplies line, as well as the Furniture and Equipment lines are both high. Hope said that those are both due to building repairs and adding new book ends in the Children's Room.
2. The Operating Statement was accepted.

Director's Report:

We offered four summer programs this summer. The Children's Room will have *LIBRARIES ROCK* for the younger crowd and *BOOK BLAST* for ages 9 and up. For the teens we have *SUMMER TEEN SCENE* and for the adults we have *BOOK BUZZ* with staff picks and prizes. We also have several special events in the Children's Room: the 25th Annual Stuffed Pet Show, Zoo Creatures, and Ceramics, Juggling with Steve, Fairy Houses, and Magic with Norm Ng. Family story time for all ages with adults are held on Mondays at 10 am. Preschool Story Time for ages 3 and up are held on Tuesdays and Thursdays at 10 am and 2 pm. Open Art is held on Mondays at 11 am to 4:30 pm and Fridays at 10 am to 4:30 pm.

Teen Summer Reading continues with teen programming every Tuesday at 6:30 pm and Thursday at 4:00 pm. On July 31st our final Middle School Summer Bookshare will discuss favorite villains and heroes. On August 9th teens will view the movie *Maze Runner: The Death Cure*. The High School Book Group will discuss Long Way Down on August 14th and on August 16th is the "Hamilton is my Jamilton Party" which will conclude the teen summer program with a Hamilton Karaoke, Hamilton trivia and snacks, as well as the drawing for the 12 Grand Prizes. EPL LOVES YA afterschool program will begin on Thursday, September 13th from 3-5 pm. The teen book groups will have their first meetings on October 13th.

We hosted our second annual Harry Potter Picnic in Founders Park on Wednesday, June 27 and it was very well attended with residents of all ages joining in the fun. Families brought their

picnic lunches and we had a special HP cake for everyone to share along with beverages and chips. There was face painting, a Harry Potter trivia contest, craft stations, pin the sock on Dobby, a Divination table, a Quidditch table, the sorting hat, the Houses of Hogwarts, a photo booth and a parade.

Adult book groups will meet in September with their regular book pickup times in August on August 8th for the Evening Book Group and August 15th for the Morning Book Group.

The Summer Music series continued with Bob Moore and friends on July 24. We had a full house attending and singing along. On August 7 we will have vocalist Jeff Warner and then on August 21 the UNH Marine Docent Sea Chanty Singers

Tech Teach is going strong with many new patrons seeking help with their devices.

We are continuing to show movies on the first and third Mondays of the month alternating a newly released movie with a classic film.

All our programs are free and open to the public.

New Business:

1. Barbara passed out drafts of four letters, 2 of which were written by Jim, two by Barbara. These will be sent out in the fall for our Annual Appeal. This year we will send letters to patrons, realtors, business owners and town organizations. All four letters were accepted with changes made to them.
2. Jim said that the Director's job description needs to be corrected. He suggested that we cross out the word Bookkeeper from Parts 2-A, 4-D, and under Supervision Given. Barbara suggested that we simply add "when applicable" to each phrase. This was voted and accepted.
3. Martha passed out a list of suggestions for a new procedure for the Director's Goal-Oriented Evaluation Process for the Personnel Committee. She asked that Trustees read this and it would be discussed at the September meeting of the Trustees.
4. Jim distributed the Finance and Fundraising Committee Report, which included the status of the operating, reserve and trust accounts. There is currently \$115,576.55 available in the accounts that could be applied to the renovation project. The Committee recommends that the long-standing practice (1940s vintage) of the Director periodically obtaining the appropriated public expenses (non-salary and benefits) funds be discontinued and the funds in full obtained following the Town Meeting. The remaining 2018 funds should be obtained in a timely manner.

The Committee also recommended two actions related to the Trust Funds:

- The Board should revert to the practice that was in place in 1979 and obtain the interest from the funds on a semi-annual basis. The practice should be limited to the funds 202, 203, 209 & 211 until recommendation 2 (below) is completed.

- Legal assistance be pursued, on a pro bono basis, to revise the conditions of the Trusts to allow the Board of Trustees to determine the most appropriate use of the interest.

5. It was discussed that the Trustees might want to begin meetings at 6 pm in the future.

This part of the meeting was adjourned at 6:56. The next half of the meeting will be with the architects in the Meeting Room. Lisa Wilson will take notes.

The next meeting will be September 18 at 6:00 pm.

Pam Darlington

Architects Meeting

Anthony-

- Show Organizations what our intentions are
- Build awareness
- Incorporate the book drop
- More green
- Okay for solar in the future
- Walkway to Chestnut Street – not included
- Good to add Riverwalk in the future
- Mimics what is across the street
- Much more space in the children’s room
- Good with extra light and glare, minimize the need for shades

Next week civil engineering-

Construction \$3,251,000

- \$4.5 million
- Saved \$1 million, prices up \$500,000
- Sacrifice \$1 million from previous request
- Payment and performance bond
- 13% inflation rate
- Heavy renovation vs moderate renovation
- Figures are strictly CONFIDENTIAL
- Need to renovate
- When are we scheduled to be in front of planning board?
- Selectman want to be in from the beginning

We need to:

- Motion to accept architect’s plan for the conceptual drawings and budget
 - Motion passed

Jason –

- Fair amount of money was put in to cover unknown
- If it is not needed/used - it will not be spent

Understand phases of construction

- Impact on patrons
- Not closing down for 6 months
- Continue to be active and save
- Minimize construction to patrons
- Get 2 levels done – more collection
- Idea to put the Riverwalk on as a separate article
- There will be a list of add-ons that can be shelved if necessary

Put together a presentation

Civil engineer will attend next meeting

- Discuss getting inter retention and drainage

Personal follow-up call to the groups

- Explain value of the library
- How they can support us
- Will send list of groups
- September 18, 2018 at 6:00 pm
- Food in between

Motion to meet with architects again at 6:00 for 1 hour

Meeting ended at 8:25 pm

Lisa Wilson