

**Exeter Public Library  
Trustees Meeting  
September 17 2019**

**1. Call to Order:** 6:00 pm. Barbara opened the meeting with a roll call.

**A. Roll Call:** Hope Godino, Stephanie Canty, Laura Wyskiel, Barbara Young, Mary LaFrenier, Denise Leonard Lisa Wilson, Susan Drinker, Linda Tober

**2. Correspondence:** Barbara read a letter from Becky Moore for her PEA English group. Read Note

**3. Minutes of the Previous Meeting:** The minutes of the June meeting were accepted unanimously.

**4. Reports**

**B. Director's Report:** See attached.

- The operating statement was accepted unanimously. Hope Godino reports that the Summer went well at the library. There were more Teens than ever using the library and participating in the Summer programming. The Adult reading programs also went well. We are using a new ILL system which died almost two years ago. Lego club now has the big Legos for younger kids. Hand sewing going well. Book groups and teen programs are very popular.

**C. Operating Statement:**

- Hope reported that the operating statement is typical other than that there are more damaged adult books than usual. Copier funds are going directly back to run the copier, which cuts down on costs. Professional and programs line items are high because the library has increased the number of programs and the library's architect was paid with the professional line item, but once the contracts are signed, the architect's salary will be moved to the building budget, and the Professional line item will decrease accordingly. The Operating Statement was accepted.

**D. Building & Grounds & Technology:**

- Public Works have moved the library's dumpster and have helped manage the library's move including finding a storage unit for books going to storage and helping move boxes. The Library is thankful for their continued help and support. Hope has been meeting with interior designers for the new library and the company Bowen to help determine the look of the library and to get measurements for stacks for the move to the meeting room.

**E. Finance & Fundraising:**

- Budget: Hope explained that the budget this year is exactly the same bottom line with only a difference in that staff retired early. We filled the final open part-time job in the children's room. Now all of our open positions are filled. The library follows the same increases as rest of the town for non-union workers. A motion to accept the 2020 preliminary Budget unanimously was accepted.
- Linda Tober has worked on the annual appeal letter. The format will be the same as the past with trustees' names on the side. Hope said the photo will be a still of the new front entrance of the library as captured in the architect's computer rendition of the building. Motion to accept 2020 annual appeal letter was unanimously accepted.
- The annual giving card was also accepted. Hope will check into what credit cards are accepted. Lisa and Stephanie suggest Paypal. Motion to accept fundraising card in two different versions, one card for those who have donated before and one for those who have not, was made by Mary LaFrenier. Motion was not passed with only one vote for by Denise Leonard. This motion was retracted and

Mary LaFreniere made a new motion to accept the giving card with no dollar amounts and the addition of Paypal. The motion was unanimously passed.

- The wording was adjusted on annual giving card for targeted donations to read “ I would like this donation to be put towards: Renovation, Programs, Where it is needed the most.”
- Barbara reminds Trustees that they will be notified when the letters are available to receive their handwritten messages.
- Linda wrote up a guide to thank you notes for what to say. She will also send a guide for the annual appeal as well. Lisa commented that the personalized appeal letter and the thank you notes have been well received in the past.
- Appeal will be sent out at the beginning of November. They are handed out to the Trustees at the October meeting. The staff will need a week to count the letters for the post office. They arrive the first week of November to patrons. The letter will go on Facebook as well with a reminder about Paypal.

**F. Long Range Plan:**

- Mary LaFrenier. No new news except next meeting Thursday 9/19. 2020 is the end of our current Long Range Plan. Mary recommends revisiting plan until next year when renovation is done and library in new space, so the year 2022.

**G. Personnel and Policy:**

- New part time Kathy Cardin has joined the children’s room staff. All library positions are filled.

**H. Social:**

- Wednesday Oct 2 or 9<sup>th</sup> are open dates for the Staff Appreciation.

**I. Friends:**

- Garden was discussed and looks nice, Park & Rec Farmer Market is going well and needs volunteers, money is coming in from Amazon Smile, please jo.in the friends page, which will be on the library’s website page and on the library’s Facebook page. Babysitting program will have to wait until after renovation.

**5. Continuing Business:**

- None.

**6. New Business:** Denise Leonard’s meeting with Albacore and spoke with the Albacore Directors and commented that the library did a good job advertising.

**7. Closed session if necessary:** None

**8. Public comment:** Lisa Reynolds commented that on June 26<sup>th</sup> library card was rescinded. She was told that her book had not been returned and she was not able to get a new card. The book was Autobiography of a Face by Lucy Grealy. Julia and Hope said her card would be reinstated.

**9. Adjourn:** The meeting was adjourned at 6:47 pm. Next meeting will be held on October 15<sup>th</sup>, 2019 at 6pm in Exeter Public Library’s Children’s Craft Room.

Respectfully submitted,

**Julia Lanter**