



Maxfield Public Library

Trustee's meeting

Date: 3/2/26

In attendance:

Trustees: Becky Herrmann, Elizabeth Moser, Dyrace Maxfield, Becky Herrmann, Brianna Hemmah

Library Director: Kersten Matera

Youth Services Librarian: Nicole Gauvreau

Library Staff: Kay Doyon

Chairman Moser called the meeting to order at 5:55 PM.

Today is Elizabeth Moser's last meeting as Trustee. The Trustees thank her for all her hard work and dedication to the Maxfield Public Library. She will be missed.

Approve February 2026 Minutes: Trustee Herrmann made a motion to approve the February 2026 Minutes as written. Trustee Maxfield seconded the motion. The motion passed unanimously.

Directors Report: Director Matera presented the report. The Library saw 919 visitors in the month of February. There were 23 Children's programs, 6 Teen programs, 9 Adult programs, and 2 programs for all ages. Youth Services Librarian Gauvreau shared that the Library received a \$10,000 grant through the ALA/ARSL's Libraries Transform Communities grant. She also shared that the Library was also selected as a site for the "Children's Museum of New Hampshire's Play-Based Learning for All" program. The museum will give the library kits that have play based learning manipulatives for the patrons to use. The Network of the National Library of Medicine in Region 7 has reached out to Youth Services Librarian Gauvreau about taking part in their "Region 7 Presents" series to talk about implementation of our Citizen Science Kits. The Trustees congratulated Youth Services Librarian Gauvreau for all of these accomplishments. Upcoming programs include Music and Movement, Full STEAM Ahead, Storytime, Sensory Play, LEGO Club, Animal Adaptations with Squam Lake Science Natural Center, M-LAB, H-LAB, Graphic Novel Book Marks, Watercolors, Brain Health, Thriller Book Club, Dartmouth CARES Health Screening, Duncan Watson author talk, Movie Group, Evening

Book Group, and Qoya with Laurie Fisher. For more information please check the website, social media or visit the Library for a monthly calendar of events.

Old Business:

Meeting Room Policy: The Trustees discussed the policy which now includes a “Meeting Room Policy Agreement” for Patrons to sign when they use a room at the Library. Trustee Maxfield made a motion to accept the Meeting Room Policy as written. Trustee Herrmann seconded the motion. The motion passed unanimously.

Social Media Policy: The Trustees and the Director had discussions about the Social Media Policy. The discussions centered around the Loudon Town Personnel Policy- Social Media Section vs the written Maxfield Public Library policy. Chairman Moser made a motion to withdraw the current Social Media Policy from the Library until a new more up to date policy can be written. Trustee Maxfield seconded the motion. The motion passed unanimously. There is also a section in the Personnel Policy that discusses this. Director Matera will also remove this section from the policy (section 9) and bring the policy back to the Trustees for a new vote in April. The Library will use the Loudon Town Personnel Policy- Social Media Section in the interim.

Patron Behavior Policy: After previous discussions Chairman Moser made a motion to accept the Patron Behavior Policy as written. Trustee Maxfield seconded the motion. The motion passed unanimously.

Safe Child Policy: After previous discussions Trustee Maxfield made a motion to accept the Safe Child Policy as written. Chairman Moser seconded the motion. The motion passed unanimously.

Jelley and Sons Snow Removal- update: At the last meeting Trustee Maxfield discussed the amount of salt that was being used with the indication on the bill. He called Jelley and Sons Snow Removal and they suggested for next season that the Library does a pre-buy pallet to reduce the costs. This could be stored in the shed. The Trustees will address this again in June to create a plan.

Bookmobile/homebound services: Director Matera reached out to the insurance company about the possibility of this. Primex approved this idea. Director Matera will check with the Town of Loudon to see if there is a policy that exists for this type of service. Alternate Trustee Hemmah brought the “Book Delivery Program” brochure and procedure that Laconia Public Library uses for reference. Director Matera will get a plan together and the Trustees will discuss this in detail at the April meeting.

Sprinkler System Updates: The Library is currently working towards being in compliance and has sent a plan to the Fire Chief. Trustee Herrmann reached out to the Chief for some clarifying questions about the system the Library has in place. The Library currently has some

expired/not expired sprinkler heads. The recommendation is to have a small sample of them sent to a company to be tested. Director Matera is going to look into this. She will reach out to John L. Carter Sprinkler Company to see if they can help with this matter, as they did the initial inspection of the system. Trustee Herrmann is going to see if the Fire Chief is available for our April meeting to ask additional clarifying questions on what our next steps will be.

New Business:

Oil delivery issue: The oil spilled in the basement of the Library when being delivered. There is no safety issue however there is still a strong smell of oil throughout parts of the Library. Trustee Maxfield is going to call Huckleberry Oil and discuss this issue with them. Trustee Herrmann suggested K&M Drywall in Loudon come in and replace some of the damaged drywall that absorbed the oil. Director Matera will contact them.

Painting/Updating the Library Meeting Room: The room needs updating. Trustee Herrmann is getting quotes for wallpaper removal/painting. The Library staff and Trustees will research storage solutions for the items in the room to make the room look more up to date and be more versatile. Possibilities include reconfiguring the storage closet, industrial carts for chairs/table, and storage cabinets. This project is still in the planning stages but the Trustees are on board with updating this space.

Book Binder- NH Bindery: Director Matera is going to try and get the Annual Reports from 1988-92 bound. The rest of the reports from the beginning of the town until now are bound in the library with the exception of these years. This would complete the set for historical research.

Treasurer's Report:

Trustee Maxfield made a motion to move \$2230.11 from the Book Maintenance Fund from the Trustee of the Trust Fund to the Checking Account to reimburse the purchase of new books. Chairman Moser seconded the motion. The motion passed unanimously. The Trustees and the Director had a conversation about the grant money. The grant money has its own separate account but a spreadsheet exists to keep track of the individual grants and how much money has been spent. Trustee Maxfield will go back and reconcile the grant account. The other accounts are all reconciled.

Public Comment: no comment

Trustee Maxfield made a motion to adjourn to go into a non-public under RSA 91-A3:II at 8:23. Trustee Herrmann seconded the motion. The motion passed unanimously.

The Trustees re-entered the public meeting at 8:37.

Trustee Maxfield made a motion to adjourn the meeting at 8:38. Trustee Herrmann seconded the motion. The motion passed unanimously.

**Next Meeting: Wednesday, April 1 at 5:45 PM at the Maxfield Public Library.
Minutes submitted by Becky Herrmann on 3/3/26**