



Board of Trustees
Minutes of Meeting
Community Room, Library
April 1, 2026

1. **Call to Order**

The Maxfield Public Library Board of Trustees held their regular monthly meeting in the Community Room of the library. Trustee Maxfield called the meeting to order at 5:51 pm.

Present: Trustees Dyrace Maxfield, Rebekka Herrmann, and Brianna Hemmah, Director Kersten Matera, Youth Services Librarian Nicole Gauvreau, and library staff Kay Doyon.

The Trustees welcomed new Trustee Brianna Hemmah.

Trustee Hemmah moved to elect Rebekka Herrmann as Chairman of the Maxfield Public Library Board of Trustees; Trustee Maxfield seconded. Motion passed unanimously,

Chairman Herrmann moved to elect Brianna Hemmah as Secretary of the Maxfield Public Library Board of Trustees; Trustee Maxfield seconded. Motion passed unanimously.

There were 4 additions to the Agenda which were added to New Business. They were a program policy, clarification of the 4th of July holiday, the passing of retired library staff member Barbara Sullivan, and the combination of 2 library bank accounts.

2. **Reports**

a. **Secretary's Report**

March 2, 2026 minutes were approved. Chairman Herrmann moved to accept; Trustee Maxfield seconded. Motion passed unanimously.

b. **Treasurer's Report**

Some issues with the book receipts being cleared through the Expendable Trust Fund are in the process of being rectified. The library received and deposited the check from the Town for this quarter. All accounts are reconciled.

Trustee Maxfield moved to reimburse \$889.61 worth of book receipts from the Expendable Trust Fund; Chairman Herrmann seconded. Motion passed unanimously.

Youth Services Librarian Gauvreau requested reimbursement of funds from the Grant account for the purchase of early learning backpack kit materials. This purchase is part of the Family Place Libraries Grant from the Sandy River Charitable Foundation. Trustee Maxfield moved to reimburse \$415.79 from the Grant account; Chairman Herrmann seconded. Motion passed unanimously.

c. Director's Report

The new desk for the Director's Office has arrived. The question of which budget line to use for this was clarified by Trustee Maxfield prior to the meeting.

The 2025 Annual Report was submitted to the NH State Library.

The Historical Society would like to partner with the library on an application for a NH Humanities-to-Go program grant. The Trustees approved.

The Hoopla digital platform continues to increase in cost. This month it was \$378.14. The Trustees discussed options that can be used to lower cost, such as removing certain tiers or setting monthly or daily price limits. The possible removal of AI generated material was also discussed. Director Matera will reach out to the Hoopla representative to remove AI materials and seek guidance on the various options to lower cost. Trustees will discuss next month.

Other items from the Director's Report were discussed in Old and New Business.

3. Old Business

a. Book binder

The bindery located in Bow has closed. Wert Bookbinding Inc in Pennsylvania was recommended by other libraries. The Trustees approved Director Matera sending the handful of unbound Town Reports to Wert Bookbinding, including the most recent batch of 5 years. Trustee Maxfield suggested that the Director contact the Historical Society to see if they would like to send their most recent batch of Town Reports for binding along with ours.

b. Oil tank repair and clean up

The oil smell continues, although it has lessened. A dehumidifier is running in the furnace room. Huckleberry Propane and Oil has fixed what they can, although there still appears to be a small amount of leakage on the pads. The Director will continue to monitor this. K&M Drywall removed the drywall effected by oil and thoroughly cleaned the area, well beyond what was expected. They did not charge. Chairman Herrmann will compose and send a thank you note.

c. Sprinkler system

John L. Carter Sprinkler Company came out and confirmed that 7 sprinkler heads in the 1909 section are expired and need to be replaced or tested. The sprinkler heads in the new edition are good for 50 years. Director Matera will investigate the cost of testing vs installing new sprinkler heads.

d. Landscaping contract

Tasker Landscaping, LLC submitted a proposal for this year's maintenance around the building. There was discussion around how to go about funding grounds maintenance in the future. The Trustees agreed to move forward with this year's maintenance. Trustee Maxfield moved to sign the landscaping contract; Chairman Herrmann seconded. Motion passed unanimously.

e. Book delivery procedures

The Trustees reviewed Director Matera's newly created trifold brochure and procedures for the forthcoming delivery service. There was discussion about the name of the service. The new service will be called the Home Delivery Program.

f. Social Media Policy

The new Social Media Policy was discussed. Slight edits will be made and it will be voted on at the next meeting. The Trustees also discussed changes to the Personnel Policy that have to do with social media. Director Matera had prepared a new social media section based off the one in the Town's Personnel Policy. Chairman Herrmann moved to remove the old social media portion of the Personnel Policy and add the new social media section; seconded by Trustee Maxfield. Motion passed unanimously.

g. Painting and updates in the Community Room

A variety of storage solutions were reviewed by the Trustees. Director Matera will get a quote for 40 new chairs and chair dollies for stacking. She will also forward the original quotes for painting.

4. New Business

a. Suncook Valley Rotary Club grant opportunity

The Suncook Valley Rotary Club has offered to donate a Brio 530 Series Bottom Load Water Cooler. The Trustees approve and thank the Suncook Valley Rotary Club.

b. Emergency pull station replacement

Encore Fire Protection reported that the placement of one of the emergency pull stations in the 1909 area is too close to a shelving unit. While this will not affect the alarm if it were to go off, it would not be possible to turn it off after it has been pulled. When Donnegan Systems installs shelving for our Fiction/Large Print collection, Director Matera will ask about solutions to the emergency pull. One option is to move the shelving an additional inch from the wall.

c. Envirokrenz Air Purifier maintenance

The Environkrenz Air Purifier requires a new air cartridge and HEPA filter. Trustees discussed the brand and number of filters.

d. Program Policy

Director Matera discussed the need for the creation of a Program Policy. The Trustees agreed. Trustee Hemmah will work with the Director to develop a policy.

e. 4th of July Holiday

Due to the 4th of July falling on a Saturday this year, the Town will be observing the holiday on Friday, the 3rd. Unlike the Town, the library is normally open on Saturdays and will be closing on the 4th. The Trustees discussed whether the library should also be closed on Friday the 3rd. Trustee Maxfield moved to close the library on Friday, July 3rd in observance of the 250th Anniversary of the

Declaration of Independence; seconded by Chairman Herrmann. Motion passed unanimously.

f. Barbara Sullivan

Barbara Sullivan, who worked at the Maxfield Public Library for 20 years before retiring in 2020, has passed away. The Trustees and Staff are thinking of her family and thank her for her many years of service to the Town of Loudon. Chairman Herrmann will compose and send a letter of condolence to her family.

g. Combining 2 bank accounts

Trustee Maxfield has researched whether it is necessary to keep the accounts for Fines and Fees and Income Generating Equipment separate and found that they could be combined. Trustee Maxfield moved to combine the Fines and Fees and Income Generating Equipment accounts; seconded by Chairman Herrmann. Motion passed unanimously.

5. Public Comment

There was no public comment.

6. Nonpublic Session

Chairman Herrmann made a motion at 8:25 pm to enter a nonpublic meeting under RSA 91A. Trustee Maxfield seconded the motion. In a roll call vote the motion passed unanimously.

The Trustees returned to the public meeting at 8:50 pm.

7. Adjourn

The next meeting will be held on May 6th. Chairman Herrmann moved to adjourn; Trustee Maxfield seconded. Motion passed unanimously.

Meeting adjourned at 8:51pm.

Respectfully submitted,



Brianna Hemmah