



Board of Trustees
Minutes of Meeting
June 3, 2026
Community Room, Library

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 5:53 pm.

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

Not Present: Trustee Rebekka Herrmann

There were 2 additions to the agenda, exterior brick work quotes and new printer table options. They were both added to New Business.

2. Reports

a. Secretary's Report

May 12, 2026 minutes were approved. Trustee Maxfield moved to accept; Trustee Hemmah seconded. Motion passed by majority.

b. Treasurer's Report

Trustee Maxfield moved to reimburse \$1,728.99 worth of books and physical media receipts from the Expendable Trust Fund; Trustee Hemmah seconded. Motion Passed by majority.

Trustee Maxfield moved to reimburse \$554.93 worth of books receipts from the Expendable Trust Fund; Trustee Hemmah seconded. Motion passed by majority.

The Expendable Trust Fund reimbursement from April is pending. Trustee Maxfield will look into the November reimbursement.

Trustee Maxfield will contact the Trustee of the Trust Funds regarding the NH pdip transfer of 4/23.

The \$234.80 bookbinding expense recently incurred would overdraw the Reference Materials budget line. Trustee Maxfield moved to move \$134.80 from

the Fuel Oil budget line to the Reference Materials line; Trustee Hemmah seconded. Motion passed by majority.

Trustee Maxfield will replenish the petty cash.

Trustee Maxfield moved to transfer \$22.07 from the Donation Account to Primary Checking; Trustee Hemmah seconded. Motion passed by majority.

Trustee Maxfield will file the Annual Trust Fund Report with the State Attorney General.

The library received a check from the estate of former staff member Barbara Sullivan in the amount of \$4,682.85. The Trustees and Staff will consider how best to use these funds. The Trustees are very grateful for this generous donation.

c. Director's Report

Tasker Landscape conducted maintenance around the library over the course of several days, including weeding, edging, and spreading bark mulch.

Staff training is scheduled to occur on 7/27, culminating in CPR, AED, and First Aid training at the Safety Complex.

Hoopla rose slightly to \$365.75.

Chairs, tables, and dollies have been ordered from Hertz Furniture for the Community Room.

3. Old Business

a. Oil tank repair status

Thibeault Heating & Cooling conducted an inspection in 2 parts. They sealed the oil tank gaskets and gauge. The smell seems to have dissipated in most areas. The Trustees will reassess in the Fall when the furnace is turned on regularly again.

b. Library sign repair status

Tabled until the next meeting.

c. Air Conditioning protective cover

Tabled until the next meeting.

d. Replacement of 6 sprinkler heads

The quote from John L. Carter Sprinkler Systems was clarified and the contract portion was removed. Trustee Maxfield moved to expend \$3,300 for the replacement of the 6 sprinkler heads in the 1909 section by the John L. Carter Sprinkler Co.; Trustee Hemmah seconded. Motion passed by majority.

e. Program Policy

The Trustees reviewed the Program Policy with the edits from the previous meeting. Trustee Maxfield moved to accept the Program Policy as written; Trustee Hemmah seconded. Motion passed by majority.

f. Volunteer Policy

The Trustees reviewed the new draft of the Volunteer Policy. Trustee Maxfield moved to accept the Volunteer Policy as written; Trustee Hemmah seconded. Motion passed by majority.

g. Grant protocol document

Tabled until the next meeting.

h. Painting

The Trustees reviewed painting quotes for the Community Room and a portion of the 1909 section. Trustee Maxfield moved to transfer \$5,900 from the Library Donation Account for painting services from KDD Painting; Trustee Hemmah seconded. Motion passed by majority.

4. New Business

a. Meeting Room Policy

Director Matera read 2 Email statements from tutor Elissa Lahar regarding the Meeting Room Policy. The Trustees discussed tutoring in the meeting rooms.

b. Notary Policy

Potential edits to the current Notary Policy were reviewed.

c. Temporary resident library cards.

Temporary residence will be given a library card with a duration of 3 months that may be renewed if applicable.

d. Incoming faxes

Incoming faxes will match the cost of outgoing faxes.

e. Labor Grades and Steps

Unified Labor Grades and Steps are in the process of being developed by the Town. Trustees provided feedback on the proposed Labor Grades and Steps.

f. Exterior brick work

The Trustees reviewed exterior brick work quotes. The Trustee will revisit brick work in the new fiscal year.

g. Printer table

The Trustees reviewed potential printer table replacements.

5. Public Comment

There was no public comment.

6. Adjourn

The next meeting will be held on July 1st. Trustee Maxfield moved to adjourn; Trustee Hemmah Seconded. Motion passed by majority.

Meeting adjourned at 8:25 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brianna Hemmah".

Brianna Hemmah