



Board of Trustees
Minutes of Meeting
July 1, 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. Chairman Herrmann called the meeting to order at 5:53 pm.

Present: Trustees Rebekka Herrmann, Dyrace Maxfield, and Brianna Hemmah; Director Kersten Matera, Youth Services Librarian Nicole Gauvreau, and library staff Kay Doyon; members of the public Terese Bastarache, Amy Griffin, and Donna LaClair.

There was 1 addition to the agenda, Teen Summer Reading Bingo. It was added to the agenda just before Old Business, along with public comments, for the convenience of those waiting to speak.

2. Reports

a. Secretary's Report

June 3, 2026 minutes were approved. Chairman Herrmann moved to accept; Trustee Maxfield seconded. Motion passed unanimously.

b. Treasurer's Report

Trustee Maxfield moved to reimburse \$2,033.78 worth of books and physical media receipts from the Expendable Trust Fund; Trustee Herrmann seconded. Motion passed unanimously.

Expendable Trust Fund reimbursements from fiscal year 26, including November and May, are updated and are being processed.

Trustee Maxfield has clarified the NH pdip transfer from 4/23 and it is now squared away.

Trustee Maxfield moved to transfer \$161.76 from the Grant checking account as donated by Michael Dunn of the Sunrise Capitol Rotary Club into the Business checking account in order to reimburse the NH Historical Society; Trustee Herrmann seconded. Motion passed unanimously. Previous reimbursements of donation funds from Michael Dunn are in process.

Trustee Maxfield moved to transfer \$449.60 from the Grant checking account into the Business checking account to reimburse Family Place Libraries Grant purchases; Chairman Herrmann seconded. Motion passed unanimously.

Trustee Maxfield will replenish the petty cash.

c. Director's Report

Hoopla remains slightly high at \$365.27, similar to last month. Some of the settings have been fine-tuned, including requiring that accounts be in good standing to borrow items.

The carpet cleaning has been scheduled.

Huckleberry Propane and Oil did the annual cleaning, maintenance, and tune-up of 3 furnaces and 1 boiler.

The Highway Department retrieved the curb pieces that had rolled down the hill.

The Highway Department hung bunting and a banner on the exterior of the library for the US Semiquincentennial Celebration. The Trustees and Staff are grateful for their help.

Staff member Sara Lutz-Blackburn donated 2 pots of red geraniums to go with the outside bunting. The Trustees thank her for her generosity and thoughtfulness.

Rickey Gaudreault from the John L. Carpenter Sprinkler Company installed 8 new sprinkler heads in the 1909 section.

A new, more accessible wooden Shaker table for the printer in front of the circulation desk has been ordered.

The library received the Children's Literacy Foundation (CLiF) Rural Library grant. This grant funds new books, author visits, family engagement resources, and funding for summer and literacy-focused programming. No money will go directly to the library, as CLiF pays for everything directly.

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

3. Teen Summer Reading Bingo

a. Public Comments

Public comments were moved to the beginning of this discussion so that the Trustees could hear everyone's opinions before considering the matter.

Terese Bastarache said that she and her 11 and 12-year-old children had not been to the library since COVID. They made a special trip for the Summer Reading Program to get involved with the library again. They had a wonderful experience until a librarian gave her 12-year-old the Teen Summer Reading bingo sheet with the Read an LGBTQIA+ Book square. It brought up an extremely difficult conversation, especially given personal circumstances. While she appreciates that the staff member who created the sheet was probably trying to broaden teenagers' perspectives, she would prefer that sensitive matters be left up to the individual family. She is not sure she feels comfortable coming to the library again.

Amy Griffin commented briefly regarding her comfort level at the library. She has felt uncomfortable coming to the library in the past, and this situation is an example as to why.

b. Trustee and Director Discussion

The Trustees acknowledge that they have read all of the emails that have been sent regarding the Teen Summer Reading bingo sheet. Chairman Herrmann emphasized the Board of Trustees' longstanding policy of neutrality on polarizing and controversial matters, as the Board feels strongly that the library is for everyone. Chairman Herrmann stated that the Board of Trustees were only made aware of the controversial Teen Summer Reading bingo sheet on Sunday, June 28th. The Trustees contacted Director Matera and discovered that she also had not been aware.

The Trustees discussed possible courses of action, including having all programs, flyers, and any other patron-facing materials be approved in advance by the Director. The Trustees are pleased that steps have already been taken to ensure that this is the case moving forward. The Trustees sought Director Matera's input on how best to move forward with the Teen Summer Reading Program. The Trustees support the Director's decision to change the bingo sheet to reflect the neutral position of the library, although the library will also honor any of the original bingo sheets that may already be in use.

4. Old Business

a. Library sign repair status

Chairman Herrmann contacted Nick from Hictac Studios again. He first told us via email that he would "make it right" when we contacted him about the paint bubbling 9 months after the installation of the brand-new sign that he manufactured. He now says that he told our previous Director verbally that he would give us a quote to fix the brand-new sign that he manufactured. The Trustees were not told of any statement from Hictac by previous Director Finemore. When asked about his email promise to "make it right", he said that he meant he would charge us to fix the bubbling paint. He also implied that it was normal for the paint on exterior signs to bubble after only 9 months. Trustee Maxfield noted that our previous sign had managed more than 50 years. Chairman Herrmann will look into other options.

- b. Air Conditioning protective cover
Chairman Herrmann has researched some designs for the protective covers and intends to build them over the Summer.
- c. Notary Policy
The Trustees reviewed the updated Notary Policy. Chairman Herrmann moved to adopt the updated Notary Policy; Trustee Maxfield seconded. Motion passed unanimously.
- d. Grant protocol document
Chairman Herrmann sent out a draft for review.
- e. 1909 Window replacement
Renewal by Anderson gave a new quote on potential replacements for the 1909 windows. Trustee Hemmah moved to contract with Renewal by Anderson to replace the 1909 windows with Simulated Divided Light Grilles for \$18,630, \$15,000 of which will come from the ARSL grant.
- f. Curb replacement
There is a question as to whether the new curbs need to be made of granite or if they can be poured concrete. Director Matera will follow up with Russ from the Department of Transportation and with JW Curb.
- g. Exterior brickwork
The Trustees discussed various quotes for exterior brickwork. Trustee Maxfield moved to hire Northland Services LLC to fix the masonry at the quoted price of \$2,500; Chairman Herrmann seconded. Motion passed unanimously.
- h. Community Room painting and furniture
The new chairs have arrived. They do not stack as high as we expected on the dollies or on their own. Our representative was not aware of this when she was consulting about the chairs. The old chairs will be sent to the Merrimack Valley High School for use in the athletic department. Director Matera will obtain some paint chips to help choose the color for the Community Room.

5. New Business

- a. Shoveling and ice melt contract
Jelley & Sons Landscaping LLC has sent over a contract for the upcoming Winter's snow shoveling and ice melt treatment. Trustee Maxfield will look into potentially buying a pallet of ice melt ahead of time, in order to lower some of the cost.
- b. Non-resident card request
The Trustees discussed a request to waive the fee for a non-resident card and agree it should be left to the discretion of the Director.
- c. Landscape questions
There was a question as to whether the Garden Club or Tasker Landscaping are responsible for mulching the Veteran's Memorial. Chairman Herrmann will reach out to Tasker Landscaping to clarify who will mulch the Veteran's Memorial.
- d. Barbara Sullivan donation
Director Matera had a number of landscaping ideas that she would like to implement using the donation money from Barbara Sullivan. The Trustees agree that this is a great use for the funds and would also like to include a plaque of

some kind in memoriam to Barbara Sullivan. Chairman Herrmann will look into sandblasting her name on a stone for the garden.

6. **Nonpublic Session**

Chairman Herrmann moved to enter a nonpublic meeting at 7:40 pm 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 8:20 pm.

7. **Adjourn**

The next meeting will be held on August 5th. Chairman Herrmann moved to adjourn; Trustee Maxfield Seconded. Motion passed unanimously.

Meeting adjourned at 8:21 pm.

Respectfully submitted,

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

Brianna Hemmah