



Maxfield Public Library

Trustee's meeting

Date: 8/6/25

In attendance:

Trustees: Elizabeth Moser, Becky Herrmann, Dyrace Maxfield

Alternate Trustees: Brianna Hemmah

Library Director: Kersten Matera

Youth Services Librarian: Nicole Gauvreau

Chairman Moser called the meeting to order at 5:52 PM.

Welcome to the new Library Director Kersten Matera.

Chairman Moser made a motion to approve the July minutes as written. Trustee Herrmann seconded the motion. The motion passed unanimously.

Director's Report: Director Matera presented the Director's Report. The library saw 1342 visitors in the month of July. There were 33 Children's Programs, 2 Teen Programs and 20 Adult Programs offered at the library. The Library was able to obtain the STAR Net FLIGHT PATH Grant which will provide materials to the windows of the library safe for birds as well as \$500 for related events and programs outreach. Upcoming programs include Old Home Day Parade, Annual Book Sale, Storytime, Music and Movement, Sensory Play, Last Storytime Before Kindergarten, Bubble Day, Homeschool Boardgames, LEGO Build Club, Thriller Book Club, Watercolors, NH Fish & Game Presentation on Bobcats, Presentation on Keto, Medicare Education Seminar, Cinema Club, and Dartmouth CARES Team doing Blood Pressure, Cholesterol, and Glucose Screenings.

OLD BUSINESS:

Hoopla spending for the month was \$308.47. The Trustees will continue to monitor this.

Library Accountant/Bookkeeper: The Trustees discussed hiring a bookkeeper to set up Quickbooks properly, give Director Matera support and as a way to have checks and balances on the finances of the library. Director Moser made a motion to hire Tammy Blinn from Tilton Hill Business Services, LLC to do a one time reconfiguration of Quickbooks for \$399.0. Trustee Herrmann seconded the motion. The motion passed unanimously. The Trustees will discuss the productivity of this session next month and review the necessity moving forward.

Circulation Access Policy: Tabled until November

Housekeeping Items:

Front Entry Clean-up and Repair (Painting): The Trustees reviewed several quotes. Trustee Herrmann made a motion to hire KDD Painting to complete the painting clean-up and repair for \$2,895. Chairman Moser seconded the motion. The motion passed unanimously.

Groundskeeping: Tasker Landscaping completed work to the library grounds. Trustee Maxfield made a motion to pay Tasker Landscaping \$1060 for their services. Chairman Moser seconded the motion. The motion passed unanimously.

Tree Trimming: There are several tall trees that need to be trimmed (Linden Tree at the entrance of the original library, Pine Tree outside of Circulation, Tree in the middle of the parking lot. Director Matera will get quotes for the next meeting.

Little Lending Library Update: The new Little Library has been assembled and winterized by Trustee Maxfield. It will be installed. There was a discussion of an unveiling video on social media for when it is ready for children to access the Little Library.

Encore Fire Updates: Director Moser updated the contact list with Encore Fire.

Basement Windows: The windows need to be replaced. Youth Services Librarian Gauvreau was working on quotes. This will be discussed in more detail at the September meeting.

Recent Huckleberry Boiler cleaning showed that there is an issue with the air tube for furnace #1. Huckleberry Oil has ordered the part and will contact the library once it is ready to be installed. This needs to be fixed before winter.

New Library Sign: The paint is bubbling. Trustee Herrmann will look into this and will revisit in September.

Director Matera attended the CIP meeting. Per the Loudon town hall request, Director Matera is working on obtaining at least 3 quotes. The roof will need replacement in the next

3 to 5 years. During the CIP meeting windows, curb replacement, and the sprinkler system were also discussed. CIP talked about creating a Library Maintenance Fund.

Budget Bill/Library Defunding: No new information except the State Library is still receiving federal funding.

Meeting Room Policy: Tabled until October

Personnel Policy: This will be discussed during the September meeting. The Trustees would like to discuss staff vacation tracking and how comp time is handled.

Town Audit Update: Director Matera has submitted the information needed to the town.

Circulation Policy: The Trustees will review the new Circulation Policy in November. The new policy will reflect the information on updating patron records.

NEW BUSINESS:

The Trustees would like to schedule a “Meet and Greet” with new Library Director Matera. This will be scheduled and details will be worked out via email.

The website has been switched over to CyberOptics. Director Matera and Youth Services Librarian Gauvreau completed the training on July 28th. The switchover seems to be going well.

A new IT Vendor is needed. Director Matera provided several quotes. Trustee Maxfield made a motion to approve Southern NH Software (Dan) to provide this service at an amount up to \$2300. Trustee Herrmann seconded the motion. The motion passed unanimously.

The phones in the library were discussed. Some of the phones have been in the library since the 80's. Director Matera will gather more information on what should be done about this and the Trustees will discuss this at the next meeting.

The staff is working on manually moving patron accounts manually to OverDrive. This is something that can be done automatically by Atrium once all of the patron card numbers are standardized. Staff has been working on switching non-standard cards as those patrons come into the library. During the September meeting the Trustees will discuss the Patron Behavior Policy and the Safe Child Policy with Director Matera and make any necessary changes.

Treasurer's Report:

All accounts are reconciled. The book receipts for the month were \$884.10. Trustee Maxfield made a motion to approve that \$884.10 be moved from the trust funds to the account in order to pay this bill. Chairman Moser seconded the motion. The motion passed unanimously. Trustee Maxfield made a motion to reimburse Chairman Moser \$47.99 for the purchase of the Little Library. Trustee Herrmann seconded the motion. The motion passed unanimously. The Trustees had a discussion about a Petty Cash Box. Chairman Moser made a motion to give the Library Director permission to start a Petty Cash Box with up to \$150 with the stipulation that the receipts be accounted for. Trustee Herrmann seconded the motion. The motion passed unanimously. The discussion was had about having a Cash Box at the Circulation Desk for making change for services, such as photocopying. This will have no more than \$40 kept in the box.

Public Input: No public input

At 8:38 PM the Trustees did a roll call vote to go into a Non-Public Meeting under RSA 91A. In the roll call it was a yes vote by Chairman Moser, Trustee Maxfield and Trustee Herrmann. The motion passed unanimously.

At 8:59 PM the Trustees returned to the Public meeting. At 9:00 PM Trustee Herrmann made a motion to adjourn the meeting. Chairman Moser seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, September 3, 2025 at 5:45 at the Maxfield Public Library.

Minutes submitted by Becky Herrmann