



Maxfield Public Library

Trustee's meeting

Date: 9/3/2025

In attendance:

Trustees: Elizabeth Moser, Becky Herrmann, Dyrace Maxfield (late)

Library Director: Kersten Matera

Youth Services Librarian: Nicole Gauvreau

Chairman Moser called the meeting to order at 5:50 PM.

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

Director's Report: Director Matera presented the Director's Report. The Greater Concord Photography Club will be setting up an exhibit in the Meeting Room on September 5th. Director Matera presented an Exhibit Agreement for the group to sign. Chairman Moser made a motion to approve the Exhibit Agreement as written. Trustee Herrmann seconded the motion. Upcoming Programs for the month of September include Watercolors, Storytime, Work it Out @ Your Library, Homeschool Board Games, LEGO Build Club, Sensory Play, Music & Movement, Thriller Book Club, Evening Book Group, Cookbook Club, Family Book Club, Cinema Club, M-Lab (Middle School Advisory Board), H-Lab (High School Library Advisory Board), Sheryl Faye as Susan B. Anthony, Fall Prevention with VNA, Book Witch Craft, Sand Painting. For more information on the library programs please visit the Maxfield Public Library website or stop into the Library for a paper copy of the monthly schedule.

OLD BUSINESS:

Hoopla: The August spending for Hoopla was at \$353.63. The amount each month continues to increase. There is an increase in users as well as checkouts. Currently the amount allowed is 5 checkouts per month. The suggestion by Director Matera is to drop the amount to 3 checkouts per month. If Hoopla does not allow this change, Director Matera will let the

Trustees know. We could potentially cap the amount of money spent each month to \$350 a month if not allowed. Hoopla is expensive and many libraries are currently making similar decisions or canceling the entire service, which the Trustees do not want to currently do.

Library Account/Bookkeeper Update: Dyrae will schedule an appointment with the bookkeeper and Director Matera.

Housekeeping Items:

The Trustees need to make time to go through the old boxes of paperwork in the front entry way. This should be completed soon, as the town is going to have a shredding service come this month.

Tasker Landscaping cleaned up the library grounds and it looks great.

The exterior painting of the windows and the columns was completed and it looks good.

Trustee Maxfield is working to gather quotes for the trees that need trimming (Linden tree at the entrance of regular library, pine tree outside of circulation and the tree in the middle of the parking lot).

The new Little Lending Library for Children and Teens has been installed and is ready for patrons. The old Little Lending Library needs some repairs. Trustee Herrmann will bring it to her classroom to have the middle schoolers help with the repairs, as it was initially a project from the high school. The goal would be to have this as an adult lending library near the town hall.

Director Matera has been trying to get in touch with Encore Fire with no success. She will check with the town offices and see if they have the same issues. The Trustees suggest looking into different companies that are more responsive.

Zander from Groundwork will be assessing a new "mold" area in the basement on September 4. This is in an area that no patrons access. Director Matera will let Trustees know of the findings. There are several things, including chairs with upholstery in the area. The Trustees discussed removing these items from the area anyway, as they are old and not needed. A motion was made to get a quote to remove these items. Chairman Moser made a motion to approve up to \$500 to get these items removed appropriately. Trustee Herrmann seconded the motion. The slate from the roof around 20 years ago is also located in this area. Trustee Maxfield will check with the town and see what should be done with this slate.

Securing Bookshelves: Director Matera received a quote from Donnegan Systems Inc. for securing bookshelves to the concrete as well as some other cosmetic items. There are 3 areas that should be completed for safety reasons. The Trustees asked Director Matera to get a quote for just the necessary repair at this time. Trustee Maxfield made a motion to approve up to \$1200 for these repairs. Chairman Moser seconded the motion. The motion passed unanimously. This will be revisited at the next meeting.

Huckleberry Oil inspected the boiler in June. It is ready for the winter.

Trustee Herrmann will be following up about the new library sign. The paint is bubbling and it should not be, given it is new.

Update from CIP Meeting: The town is going to have a warrant article on the agenda to create a Library Maintenance Fund due to some significant repairs that need to be done with the building. The hope is to start this fund with \$150,000. One of the repairs is a new roof. Director Matera received quotes for this using steel or aluminum. This will continue to be discussed at meetings, as it should be replaced in the next 3-5 years.

NEW BUSINESS:

Library of Things: Youth Services Librarian Gauvreau has gone through the Library of Things and cataloged them all correctly. The Library of Things includes items such as a pressure washer, metal detector, and bubble machine that patrons can check out and use.

HVAC- Director Matera has had 3 people out for quotes. She has received 2 back but she would like to wait for the 3rd quote before the discussion on this. This will be put on the agenda for October.

Meeting Room Policy: This will be on the agenda for October.

Personnel Policy: In an effort to align the Maxfield Public Library policy with the Town of Loudon policy and for some clarity, this was discussed. The conversation centered around vacation tracking and comp time. Trustee Herrmann will make some changes to the policy to give it clarity and the Trustees will discuss and vote on this in October.

Town Audit Update: The files have been returned to Director Matera from the town and everything went well.

Circulation Policy: This will be on the agenda for November.

Patron Policy: This will be on the agenda for October.

Trustee Herrman will be inviting Fire Chief Blanchette to the October Trustee Meeting to discuss the current sprinkler system.

Meet and Greet with Director Matera: The Trustees will schedule this at the end of October/beginning of November after the fall sports season has ended. The Trustees appreciate how she has jumped right into her role and made great strides at the library!

IT Vendor: Director Matera let the Trustees know the update is complete. There is a firewall and reliable wireless for both staff and patrons.

Youth Services Librarian Gauvreau has continued to move over to SIP to verify barcodes when using Overdrive, deleting obsolete patrons. She has gone through roughly 1000 patrons and will continue on the 2000 left. Once completed this might make the price of NH Downloadable books come down because the price is based on patrons. This is a work in progress and the Trustees appreciate her effort on this.

Saving Patron's Checkout History: The Trustees discussed that this does not need to happen and Director Matera is able to delete this, for the sake of the patrons and privacy.

Facebook Waiver for Photos and Security Camera Signs: This is tabled until the next meeting so the Trustees can do some research. The Trustees also wanted to include Alternate Trustee Hemmah in this discussion as she is very knowledgeable about this.

Artist Exhibit Agreement: The Greater Concord Photography Club will have set up an exhibit in the Meeting Room for the month of September. With this and other inquiries about displaying artwork at the library, Director Matera proposed an "Artist Exhibit Agreement" as a contract between the group and the library. Trustee Herrmann made a motion to accept the Artist Exhibit Agreement as written. Chairman Moser seconded the motion. The motion passed unanimously.

Discussion about holiday plans was had. Trustee Herrmann is going to look into the possibility of a Library table at Santa's Breakfast at LES. This would be a great opportunity to connect with many people from the community.

Treasurer's Report:

Dyrace made a motion to use \$628.38 from the book ETF fund to pay the invoice for the books for the month of August. Chairman Moser seconded the motion. The motion passed unanimously.

Public Input: No public input

Non Public Meeting: In a roll call vote the Trustees went into a non-public meeting under RSA 91-A at 8:20 PM. The vote was unanimous. Moser- yes, Maxfield- yes, Herrmann- yes

The Trustees returned to the Public Meeting at 9:04. Chairman Moser made a motion to adjourn the meeting at 9:05 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, October 1, 2025 at 5:45 at the Maxfield Public Library.

Minutes submitted by Becky Herrmann