



**Maxfield Public Library  
Trustee's meeting  
Date: 11/5/25**

**In attendance:**

**Trustees: Becky Herrmann, Dyrace Maxfield, Brianna Hemmah  
Library Director: Kersten Matera  
Youth Services Librarian: Nicole Gauvreau  
Public: Kay Doyon**

**Trustee Maxfield called the meeting to order at 5:50 PM. Trustee Maxfield made a motion to seat Brianna Hemmah as a voting member tonight. Trustee Herrmann seconded the motion. The motion passed unanimously.**

**Trustee Maxfield made a motion to approve the October minutes as written. Trustee Herrmann seconded the motion. The motion passed unanimously.**

**Director's Report:** Director Matera prepared the Director's Report. The usage of Hoopla is back to a normal level and within the budget. The Library had 1087 visitors. Programs for the month of November include Sensory Play, Music and Movement, Mini Matheticians, Storytime, LEGO Club, Family Book Club, Dino Dig, M-Lab, H-Lab, Fall Art Event, Watercolors, Thriller Book Club, Cookbook Club, Movie Club, and Evening Book Group. For more information on dates and times patrons can refer to the website or stop into the library for a monthly schedule.

**Old Business:**

**Meeting Room Policy:** Trustee Herrmann and Director Matera will sit down and discuss and bring to the December meeting.

**Circulation Policy:** Alternate Trustee Hemmah and Director Matera met and made changes to the Circulation Policy. The Trustees discussed the changes, including the form that a parent or legal guardian can fill out to request the library records of a minor. This form is a procedural measure so that the Maxfield Public Library can comply with the HB 273 which takes effect

**1/1/26.** The changes also require having a card or form of identification while checking out books, with some decisions left up to the discretion of the Library Director. Director Matera would like to have legal counsel look at the “Request for Library Records of a Minor” form to make sure it covers all legal bases. Trustee Maxfield made a motion to accept the Circulation Policy as read with the approval of Legal Council. Trustee Herrmann seconded the motion. The motion passed unanimously.

**Patron Policy:** Tabled until December so Youth Services Librarian Gauvreau and Chairman Moser can meet and discuss.

**Meet and Greet:** Trustee Herrmann will deliver food for this date. It has been publicized by the Library Staff.

**Social Media Waiver for Patrons:** There is no law in place that requires a Social Media Waiver. Posting pictures will be at the discretion of the Director.

**Petty Cash:** Trustee Maxfield will get Director Matera the \$150 we agreed upon at a previous meeting. This will be kept in a box and receipts will be required.

**Alarm Company:** We have had several discussions about Encore Fire Protection (formerly known as Capitol Alarm System) and their lack of response. Director Matera is going to look at different options before the contract runs out on June 3, 2026.

**Tree Trimming:** Director Matera obtained 3 quotes. Trustee Herrmann made a motion to accept the \$1225 quote from Devine Tree and Lawn for tree maintenance work. Alternate Trustee Hemmah seconded the motion. The motion passed unanimously.

**Basement Update:** An engineer came to look at the basement. She gave us some solutions to track movement, however nothing seems pressing at the moment. Trustee Herrmann suggested taking pictures in the same spaces of the walls/ceilings in the basement 4 times a year (each season) to track motion and changes. Director Matera agreed.

**Basement Windows:** This is on hold until we have a better idea of the situation in the basement.

**Library Sign:** Trustee Herrmann is working with Hitac Signs to get this fixed.

**Santa’s Mailbox:** Trustee Herrmann suggested a mailbox from Home Depot that could be decorated with vinyl decals. It would not take up a lot of storage in the off season. Trustee Maxfield made a motion for Trustee Herrmann to purchase the mailbox at Home Depot for \$20 or less. Alternate Trustee seconded the motion. The motion passed unanimously.

**Meeting Room Painting Quote:** Director Matera received 2 quotes for painting. The Trustees reviewed the quotes and we will circle back to this in the spring.

**Huckleberry Oil:** The library is all set, no repairs or replacements needed.

**Snow Removal:** Director Matera is going to talk to Brenda at Town Hall about making a contract with a snow removal company. The Trustees had some questions which included insurance. Director Matera will reach out when she has the answers. Trustee Maxfield will pick up bags of salt and deliver it to the Library.

Alternate Trustee Hemmah left the meeting at 6:50.

**Sprinkler System:** Trustee Herrmann shared that she sent a letter with a compliance plan to Chief Blanchette. Director Matera had the sprinkler heads inspected by John L. Carter Sprinkler Company, Inc. Trustee Herrmann will set up a meeting with Chief Blanchette to discuss the findings and clarify questions the Trustees had about the discussion with him at the October meeting.

**New Business:**

**Staff input on the Meeting Room:** Director Matera shared a sheet with the thoughts and suggestions for improvement and updating of the Meeting Room. The Trustees will circle back to this in the near future.

**Broken Bricks on the south wall of the original Library:** Director Matera discussed this with 3 different masonry companies. She has quotes for 2 and is waiting to receive the quote from the 3rd company. The Trustees will discuss this when the quotes are in and when the weather is cooperative for this type of outside work.

**Basement Water:** Director Matera will reach out to see if we can get quotes to take down the wall and move the electrical so the entire basement is open and can have air flow for the dehumidifier to work more efficiently.

**Tree Lighting Ceremony:** This will take place on Sunday, December 7th at 4:30. Youth Services Librarian Gauvreau would be willing to open the library for crafts and hot chocolate. She will see who else is willing to work that day and let the Trustees know if this event will happen.

**Broken Window in 1909:** One pane needs to be replaced. Director Matera will look into replacing the pane.

**Treasurer's Report:**

**Trustee Maxfield will move \$493.87 into the checking account for items paid from the Lion's Club. Trustee Maxfield will move the Flight Path Check from the Grant Fund to the checking fund.**

**Trustee Maxfield made a motion to move \$668.32 from the ETF Book Fund into the book checking account. Trustee Herrmann seconded the motion. The motion passed unanimously.**

**Trustee Maxfield made a motion to authorize the staff to use the petit cash to get a meal for the staff training day. Trustee Herrmann seconded the motion. The motion passed unanimously.**

**The Trustees and Director will be meeting with the Selectmen on Tuesday, November 18 at 5:00.**

**Public Comment: no comment**

**Trustee Herrmann made a motion to adjourn the meeting at 7:49. Trustee Maxfield seconded the motion. The motion passed unanimously.**

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

**Minutes submitted by Becky Herrmann on 11/6/25**