



Board of Trustees
Minutes of Meeting
August 5, 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 6:03 pm.

Present: Trustees Dyrace Maxfield and Brianna Hemmah; Director Kersten Matera, library staff Kay Doyon, and Youth Services Librarian candidate Kristen Buckman.

Not present: Trustee Rebekka Herrmann

There was 1 modification to the agenda; Nonpublic session was moved to just before Old Business, for the convenience of Youth Services Librarian candidate Kristen Buckman.

2. **Reports**

a. **Secretary's Report**

July 1, 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 \$1,877.49 worth of books and physical media receipts from the Expendable Trust Fund; Trustee Hemmah seconded. Motion passed by majority.

A small issue was discovered with the debit card. It recently switched from withdrawing from the Primary Checking Account to the Grant Account. The bank is unsure as to why the switch occurred, but they have switched the debit card back to the Primary Checking Account. Trustee Maxfield will transfer all improperly withdrawn money back to the Grant Account from the Primary Checking Account.

Trustee Maxfield moved to replenish the petty cash with \$133.08 from the Primary Checking Account; Trustee Hemmah seconded. Motion passed by majority.

Trustee Maxfield researched the use of a credit card for the Primary Checking Account rather than a debit card. The Trustees discussed the benefits of switching to a credit card. Trustee Maxfield moved to apply for a credit card to replace the debit card attached to the Primary Checking Account; Trustee Hemmah seconded. Motion passed by majority.

The potential budget for Fiscal year 27-28 will be due soon and a meeting with the Selectmen is set for September 23rd. The Trustees will review the budget sheet and may hold a Working Session in August if it is felt that a discussion is necessary. Chairman Herrmann, Trustee Maxfield, and Director Matera have indicated that they will be at the meeting with the Selectmen.

The library received a \$100 donation from Peter G. Everett. The Trustees are thankful to Mr. Everett for his generosity.

c. Director's Report

Hoopla came in at \$308 this month, slightly lower than last month.

The people counter malfunctioned, so this month's numbers are incorrect. It has been recalibrated but will need to be monitored in case it malfunctions again. It may need to be replaced.

Brite Magic Carpet Cleaning came to steam-clean the carpets on the 13th of July. 3 or 4 seams in the upstairs carpet came unglued. They are scheduled to be repaired on August 13th.

The Highway Department has painted new lines in the parking lot, free of charge. This is much appreciated and the Trustees would like to thank the Highway Department for their thoughtfulness.

A staff training was held on July 27th, including CPR, AED, and First Aid Training at the Safety Complex. Fire Chief Blanchette waived the normal fee associated with training. The Trustees thank Fire Chief Blanchette and the Loudon Fire Department for their generosity.

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

3. Nonpublic Session

Trustee Maxfield moved to enter a nonpublic meeting at 6:30 pm under RSA 90A. Trustee Hemmah seconded the motion. In a roll call vote the motion passed by majority.

The Trustees returned to the public meeting at 7:19 pm.

4. Old Business

- a. Library sign repair status
Tabled until the next meeting.

- b. Air conditioning protective cover update
Tabled until the next meeting.
- c. 1909 Window replacement
Final measurements were taken by Renewal by Anderson for the upstairs windows. The Trustees revisited the type of windows that are scheduled to be installed. The Trustees reviewed quotes for the replacement of the basement windows in the 1909 section. Trustee Maxfield moved to accept the quote from Portland Glass to replace the basement windows in the 1909 section for the amount of \$3,318.00; Trustee Hemmah seconded. Motion passed by majority.
- d. Curb replacement
Road Agent Russ Pearl stopped by to discuss the specifications for the curb replacement with Director Matera. Mr. Pearl indicated that he would like to reach out to potential contractors directly. Director Matera agreed.
- e. Exterior brickwork
The brickwork was completed by Rob from Northland Services LLC, including replacing bricks, repointing several areas, and the removal of paint spatters on the bricks that were likely decades old.
- f. Painting and furniture updates in the Community Room
The Trustees reviewed potential paint colors for the walls in the Community Room but will table it until next meeting. The Trustees also discussed a quote to replace and install the bifold doors of the kitchenette. Director Matera will clarify the type of bifold door in the quote.
- g. Jelley and Gavin contract for shoveling and ice melt services
Trustee Maxfield reached out and has not yet heard back. He will reach out again.
- h. Barbara Sullivan donation
The Trustees discussed potential vendors for the shrubberies and flowers. Trustee Maxfield will reach out to some local businesses.

5. New Business

- a. Library of Things late fees/penalties
Director Matera recounted a situation where a patron refused to return an overdue item from the Library of Things that was on hold for another patron. The Trustees discussed the need for late fees or loss of privileges for patrons who do not follow the rules for checking out items from the Library of Things. The Library of Things Policy will be amended and reviewed next month.
- b. Job Titles and Classification
Director Matera explained what each part-time staff member does and provided a list of potential job titles. The Trustees reviewed the possible changes. Director Matera will do some more research and the Trustees will revisit the topic at the next meeting.

6. Public Comment

There was no public comment.

7. Adjourn

The next meeting will be held on September 2nd. Trustee Maxfield moved to adjourn; Trustee Hemmah seconded. Motion passed by majority.

Meeting adjourned at 8:26 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Brianna Hemmah". The signature is written in a cursive, flowing style.

- Brianna Hemmah