



**Maxfield Public Library
Trustee's meeting
Date: 12/3/25**

In attendance:

**Trustees: Becky Herrmann, Elizabeth Moser, Brianna Hemmah
Library Director: Kersten Matera
Youth Services Librarian: Nicole Gauvreau**

Chairman Moser called the meeting to order at 5:46 PM. Chairman Moser made a motion to seat Brianna Hemmah as a voting member tonight due to the absence of Trustee Maxfield. Trustee Herrmann seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to approve the November minutes with a few changes. Trustee Herrmann seconded the motion. The motion passed unanimously.

Director's Report: Director Matera presented the report. During the month of November the library had 770 visits. Upcoming programming for children includes Sensory Play, Music & Movement, Full STEAM Ahead, Storytime, LEGO Club, DIY Ramen Bar, M-LAB, H-LAB, Pre-Tree Lighting Activities, Reindeer Food Making, Card Decorating, Letters to Santa, Elf Interactive Movie, Polar Express Storytime, Tiny Art, Noon Year's Eve Party. Upcoming Programming for Adults include Watercolors, Thriller Book Group, Bingo, Christmas Crafternoon, Cookbook Club, Jane Austin Zoom Event, Movie Club, and Christmas Crafts. The Library will be at LES Breakfast with Santa, have a Library comparison visit from PRHS Special Education and a visit from the MVHS FACT class. All of the details of dates and times can be found on the website, social media or is available on a paper schedule at the Library.

Old Business:

Meeting Room Policy: Trustee Herrmann read the draft policy that Director Matera sent. Kersten will bring the Meeting Room Policy for the Trustees to vote on at the next meeting.

HVAC: December 17th and 18th the company will be out to do repairs. This was delayed due to snow.

Tree Lighting Ceremony: This is a town wide event that will take place on Sunday, December 7th. The Library Meeting Room and upstairs bathrooms will be open from 1:00 to 4:30. There will be activities available at the Library.

Items Completed: Devine Tree and Lawn, LLC completed tree trimming and tree removal. Junk in R Trunk removed the slate and other trash from the basement. The contract was signed and submitted to Jelley and Sons for snow removal.

Encore Fire/Alarm Company Update: Director Matera has looked into other options because Encore Fire/Alarm Company has been hard to contact. Director Matera has several quotes from other companies but is still waiting to get another quote and get some questions answered. This will be discussed again at the next meeting.

Basement Updates: To remove the drywall would cost \$5600. The reason for the drywall coming out was to #1, give more air flow between the two basement rooms (not public rooms), #2 to allow the beam to be seen, and #3 because there is mold on the drywall. The Trustees will continue this discussion to figure out what to do with this.

Sprinkler System: Trustee Herrmann will get in touch with Chief Blanchette to get some questions answered/clarified.

New Business:

Snow Closing and Delayed Openings Procedures Manual: Director Matera presented the manual and the Trustees discussed and agreed with the procedure.

Meeting Room Policy Application: The Trustees remember one existing. Director Matera cannot find this. Trustee Herrmann is going to look for it and get back to Director Matera.

Maxfield Public Library Juvenile Registration Form: Director Matera presented the form. The Trustees thought it looked good.

Policy Review Schedule: Trustee Herrmann and Director Matera will meet to review the policies and the dates they were last reviewed. If there are any findings to share this will be discussed at the next meeting.

Annual Report for the Town is due January 8th. This report covers FY 24/25. Because Director Matera was not here during most of this time period, Youth Services Librarian Gauvreau will write the report.

Chairman Moser made a motion to submit a ballot measure to increase the number of Library Trustees from 3 to 5 people. Trustee Herrmann seconded the motion. The motion passed unanimously. Chairman Moser will talk to Brenda Pearl about this to get on the agenda for the Town Meeting.

Treasurer's Report:

The ETF will be discussed at the next meeting with Trustee Maxfield who was not here. The Treasurers Report will also be delayed until next month. There are quite a few checks to be signed. Director Matera said it would be helpful to have a Trustee come by once a week to sign the checks.

Chairman Moser made a motion to reimburse Trustee Herrmann in the amount of \$51.01 for snacks for the library. Alternate Trustee Hemmah seconded the motion. The motion passed unanimously.

The Trustees discussed holiday ideas for the staff.

Public Comment: no comment

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

Next Meeting: Wednesday, January 7, 2025 at 5:45 at the Maxfield Public Library.

Minutes submitted by Becky Herrmann on 12/4/25