



Maxfield Public Library

Trustee's meeting

Date: 2/12/26

In attendance:

Trustees: Becky Herrmann, Elizabeth Moser, Dyrace Maxfield, Becky Herrmann, Brianna Hemmah

Library Director: Kersten Matera

Library Staff: Kay Doyon

Chairman Moser called the meeting to order at 5:45 PM.

Chairman Moser made a motion to approve the December minutes as written. Trustee Herrmann seconded the motion. The motion passed unanimously. Alternate Trustee made a recommendation to approve the January minutes as written. Chairman Moser made a motion to approve the January minutes as written. Trustee Herrmann seconded the motion. The motion passed unanimously.

Trustee Maxfield made a motion to accept the new part time hire of Sara Litz-Blackburn. Chairman Moser seconded the motion. The motion passed unanimously.

Director's Report: Director Matera presented the report. Hoopla is now over \$300. She will continue to watch this to see if the upward trend continues. This will be discussed at the next meeting. The library saw an estimated 702 patrons with 22 children's programs, 4 teen programs and 9 adult programs. The upcoming programs include Music and Movement, Sensory Play, Mini Mathematicians, Storytime, LEGO Club, Middle School D&D, Anti-Valentine's Day, Riddle Lanterns, Take Your Child to the Library Day, Life-Sized Life, Watercolors, Thriller Book Group, NHFG Moose Talk, Cookbook Club, Movie Group and Evening Book Group. For dates and times of events please check the Library Website, Social Media or stop at the Library for a calendar of events.

Old Business:

Meeting Room Policy: The Trustees discussed the Meeting Room Policy. Under the “Reservations” section the Trustees would like to add a section that states before using a meeting room the patron will sign a document that shows they understand the expectations of the room usage. This policy will be voted on by the Trustees at the March meeting.

Policies: Director Matera has drafted a new Social Media Policy based on our previous policy, information from a workshop and reviewing other libraries policy. This will be an ongoing discussion, as this involves information from many different avenues. We will revisit this policy for discussion in March. The Safe Child Policy was discussed after it was worked on extensively by Youth Services Librarian Gauvreau and Alternate Trustee Hemmah. The Safe Child Policy will have one change under the section “Children between the ages of 7-10.” The last line will now read “...the child follows the Patron Behavior Policy.” The Trustees will vote on this policy at the March meeting. The Patron Behavior Policy was revised by Alternate Trustee Hemmah. The Trustees discussed these changes. This policy will be voted on at the March meeting.

Library of Things Borrowing Agreement: Director Matera created a document that contains information and expectations for when an item is borrowed. It also contains information about what would happen if there is a failure to comply with these expectations. The Trustees approved of the agreement.

Fire Alarm Company Update: Director Matera presented a comparison of different alarm vendors to consider. Chairman Moser made a motion to approve Encore Fire for the calendar year. Trustee Maxfield seconded the motion. The motion passed unanimously. Trustee Herrmann will invite the Fire Chief to the April meeting to get more questions answered about our current system.

Jelley and Sons Snow Removal: Trustee Maxfield let us know the bills have been extremely high because of the amount of ice melt they have been dumping. He will call the snow removal company and ask them to use less ice melt and also remove snow from the patio to the lower parking lot in case of emergency.

New Business:

Russ Pearl recommends removing the island in the parking lot, allowing for easier maintenance and snow removal. This would be at no cost to the library, as he would take care of this. Chairman Moser made a motion to accept Russ Pearl’s recommendation of removing the island in the parking lot at no cost to the library. Trustee Herrmann seconded the motion. The motion passed unanimously.

BookMobile/Homebound Services: There was an interest of a Library Staff Member to deliver books to Patrons that are unable to get to the Library. Director Matera is going to look into the insurance needed to allow staff to drive books to residents in town. If this amount is reasonable, she will also draft a pamphlet so that residents know this service is available.

Upton and Hatfield Attorney Fee: Trustee Maxfield made a motion to transfer funds from the Bahre account to Library budget checking account in the amount of \$456.00. Chairman Moser seconded the motion. The motion passed unanimously.

Cleaning Service/Custodian Position: The custodian resigned. The cleaners that the Town uses have signed an interim contract with the Library. Director Matera said they have been doing a great job. The Trustees will revisit this next meeting to see if this service is still working well or if we should look into other options.

The library received a donation from Peter Everett for \$100. The Trustees thank him for thinking of the Library and giving a donation.

Relocating/discontinuing the coffee station: Director Matera is going to relocate the station to the meeting room after finding spills on the rug.

Treasurer's Report:

Trustee Maxfield made a motion to transfer \$293.72 from the grant funding account into the checking account. Chairman Moser seconded the motion. The motion passed unanimously. Trustee Maxfield made a motion to transfer \$493.83 from the grant funding account into the checking account. Trustee Herrmann seconded the motion. The motion passed unanimously. Trustee Maxfield made a motion to \$1908.84 from the book ETF to the checking account. Trustee Herrmann seconded the motion. The motion passed unanimously. All the accounts are reconciled.

Standing Desk for Director: Trustee Maxfield made a motion to approve the purchase of a standing desk in the amount of \$1192.18. Trustee Herrmann seconded the motion. The motion passed unanimously.

Public Comment: no comment

Trustee Herrmann made a motion to adjourn the meeting at 7:58. Trustee Maxfield seconded the motion. The motion passed unanimously.

Next Meeting: Tentatively Thursday, March 5, 2026 at 5:45 at the Maxfield Public Library.

Minutes submitted by Becky Herrmann on 2/13/26