



Board of Trustees
Minutes of Meeting
May 12, 2026
Children's Craft Room, Library

1. Call to Order

The Maxfield Public Library Board of Trustees held their regular monthly meeting in the Children's Craft Room of the library. Chairman Herrmann called the meeting to order at 5:50 pm.

Present: Trustees Dyrace Maxfield, Rebekka Herrmann, and Brianna Hemmah, Director Kersten Matera, Youth Services Librarian Nicole Gauvreau, and library staff Kay Doyon.

There were no changes to the agenda.

2. Reports

a. Secretary's Report

April 1, 2026 minutes were approved. Chairman Herrmann moved to accept; Trustee Maxfield seconded. Motion passed unanimously.

April 26, 2026 minutes were approved. Chairman Herrmann moved to accept; Trustee Maxfield seconded. Motion passed unanimously.

b. Treasurer's Report

Trustee Maxfield moved to reimburse \$1,530.88 worth of books receipts from the Expendable Trust Fund; Chairman Herrmann seconded. Motion passed unanimously.

The February and March Expendable Trust Fund reimbursements have been submitted and are pending. Trustee Maxfield will ask the Trustee of the Trust Funds about the November ETF reimbursement and the 4/23 NH pdip transfer.

The Income Generating Equipment account balance was transferred into the Fines and Fees account. The Income Generating Equipment account was closed.

A deposit is pending from the donation Barbara Sullivan left to the library.

Trustee Maxfield moved to spend up to \$1,000 for the Community Read program, as donated by Michael Dunn of the Capitol Sunrise Rotary Club; Seconded by

Chairman Herrmann. Motion passed unanimously. The Trustees would like to thank Michael Dunn for making this program possible.

c. Director's Report

The water bubbler donated by the Suncook Valley Rotary Club has arrived and is now located in the Children's Craft Room. A sign acknowledging the donation will be prominently displayed.

A seed bank has been set up using 250 packets of seeds from UNH Master Gardeners.

The Coffee and Tea Station was decommissioned. Nespresso or K-cups will be provided to patrons upon request.

The library partnered with the Loudon Historical Society to receive a \$150 NH Humanities grant for the July 28th presentation of 'Redcoats and Rebels'.

The Home Delivery Program has been launched.

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

3. Old Business

a. Oil tank repair status

There is still an odor of oil, especially in the mornings. Director Matera will schedule an inspection to determine whether the leak is still active or if the original spillage requires further remediation.

b. Library sign repair status

Chairman Herrmann will reach out to Hictac Studios.

c. Air Conditioning protective cover

The cover from last year did not survive the season. Chairman Herrmann will look into having a new sloped one made.

d. Sprinkler system

Director Matera received a quote from John L. Carter Sprinkler Company for the replacement of 6 sprinkler heads in the 1909 section. The Trustees have a question about the contract portion of the quote. Director Matera will seek clarification of the quote.

e. Social Media Policy

The Trustees reviewed the edit to the new Social Media Policy that was discussed at the last regular meeting. Chairman Herrmann moved to accept the edited Social Media Policy; Trustee Maxfield seconded. Motion passed unanimously.

f. Community Room painting and furniture

The quotes for various chair and tables were reviewed. Colors were then discussed and final selections were made. Trustee Maxfield moved to expend \$11,978.60 from the Bahre Donation account for the purchase of furniture; Chairman Herrmann seconded. Motion passed unanimously. Director Matera will reach out to the paint companies from last Fall to confirm their quotes.

4. New Business

a. Carpet cleaning

Chairman Herrmann received a quote for carpet cleaning from Brite Magic Carpet Cleaning. The Trustees discussed the best time to move forward with having the carpets cleaned. It was decided to wait until July.

b. Program Policy

The Trustees discussed a draft of the new Program Policy. Some possible edits were suggested. The Trustees will review the policy again at the next meeting.

c. Hoopla

Director Matera presented a few possible ways to curtail the rising cost of Hoopla. The Trustees discussed the scenarios and would like Hoopla to remain as it is for the time being. The Trustees will continue to monitor.

d. Fire Department Narcan Kit

The Fire Department contacted Director Matera to offer a Narcan Kit to be placed in the library. The Trustees have discussed the matter and respectfully decline.

e. Acceptance of unexpected funds – grants

Chairman Herrman moved to accept the \$10,000 ALA Libraries Transforming Communities: Accessible Small and Rural Communities Grant and the \$15,000 ARSL Sustainable & Resilient New England Libraries Grant; Trustee Maxfield seconded. Motion passed unanimously.

f. Grant procedures

The current grant application process was discussed, as well as the need for a standardized protocol; Chairman Herrmann will write a document.

g. Volunteer Policy

Director Matera presented some discrepancies and concerns with the current policy as written. Possible edits were discussed. A draft of the updated Volunteer Policy will be reviewed at the next meeting.

h. Meeting Room use by tutors.

The Trustees discussed the use of meeting rooms by tutors during the Summer and reiterated the need to follow the Meeting Room Policy.

i. Trustees Comment Box

The Trustees reviewed comments from the Trustee Comment Box.

5. Public Comment

There was no public comment.

6. Nonpublic Session

Chairman Herrmann made a motion at 8:45 pm to enter a nonpublic meeting under RSA 91A. Trustee Maxfield seconded the motion. In a roll call vote the motion passed unanimously.

The Trustees returned to the public meeting at 9:14 pm.

7. Adjourn

The next meeting will be held on June 3rd. Chairman Herrmann moved to adjourn; Trustee Maxfield seconded. Motion passed unanimously.

Meeting adjourned at 9:15 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brianna Hemmah". The signature is written in black ink and is positioned above the printed name.

Brianna Hemmah