



**Maxfield Public Library
Trustee's meeting
Date: 8/9/2023**

In attendance: Trustees: Dyrace Maxfield (Chairman), Elizabeth Moser (Secretary), Juliana Lawler (Treasurer)

Library Director: Emily Fay

Members of the Public in attendance: None

At 5:50 pm Dyrace Maxfield called the meeting to order.

- **Approve Meeting Minutes** – July 19th meeting minutes were accepted with one change and that is the date of upcoming September meeting was written incorrectly as 10/13 and should be 9/13.

Public Session

- **Director's Report**

What's New

- The shelf top in the new fiction section has been safely secured with new brackets.
- Each public bathroom now has a cabinet stocked with supplies.
- Old Home Day activities at the library will include a book sale with 1,000+ books and themed festivities.
- One person came to an information session on starting up a Friends of the Library group. Three people are potentially interested in getting this going.
- There have been no applicants for the job posting. Many jobs were posted in June so Emily will re-post.
- Upcoming Programs include a visit with author, Susan Lynch and another Origami session with Sean. Also, there will be a Children's Program with the Squam Lake Science Center. The recent Paint Night was a success with 10 participants.
- The 1,000 hours summer reading goal was met weeks ago and was increased to 2,000 hours! The Summer Reading Program themed activities have been well attended.
- Circulation and Program Attendance in July- 423; 423 program attendees; 1563 visitors; 24 new patrons; 149 new items; 33 programs

Other

- Reviewed return of the unencumbered funds (see note in Treasurer's Report).
- Discussed Huckleberry heating pre-buy and Emily will move forward with signing the contract.
- Emily discussed paint night and Dyrace made a motion to approve \$525 toward the program to make it free for 15 residents. Elizabeth seconded the motion and all approved unanimously.
- Thermostat installation is scheduled for next Tuesday.
- Reviewed and discussed lighting fixtures in the lobby and Emily will get a quote.
- The library has a new fish in the Children's Area.

- **Trustee Report**

- Old Business

- One additional storage cabinet has been installed (and stocked) for the second upstairs bathroom.
 - The new Little Library needs to be stabilized to make it safe. Eric will have time at the end of the summer so installation will happen further out in Sept/Oct. Emily reported that they are currently waiting on new brackets.
 - There have been issues with the new Wordpress website that Emily designed so she has gone back to using Piper website. Emily had the Piper website upgraded.
 - Lighting replacement for the main lobby was discussed during the Director's Report. Director will get a quote for flush mount lights to match other existing lights.

Public Input N/A

- New Business

- The draft copy of the Youth Services Librarian/Assistant Director contract was returned by the town lawyer with changes and was given to Christina Finemore this morning for her review. Christina will give trustees dates as to when she is available to meet and finalize.
 - Juliana has been making an action list at each trustee meeting. Discussed having her check in with the action list via email one week prior to future trustee meetings.

- **Trustee Treasurer's Report**

- Dyrace made a motion to return \$4,321.85 of unencumbered funds back to the town and Juliana seconded the motion and all approved unanimously. Check to the town was signed by Juliana Lawler, Treasurer.
 - All trustee accounts have been reconciled. Library bank checking account is also up to date.
 - Dyrace reviewed debit transactions that Emily provided in the transaction list.
- Dyrace made a motion to enter into non public session at 6:40 pm under RSA 91-a:3 IIa and Juliana seconded the motion. Re-entered public session at 7:10 pm.
- Meeting was adjourned at 7:11 pm- Dyrace made a motion, Juliana seconded, all approved.
- Our next meeting dates will be August 23rd to review trust funds and the next trustee meeting will be Wednesday 9/13, 10/11, and 11/8 at 5:45 pm.

Submitted by Trustee Elizabeth Moser on 8/10/23.