



DRAFT

**Maxfield Public Library
Trustee's meeting
Date: 12/13/2023**

In attendance: Trustees: Dyrace Maxfield (Chairman), Elizabeth Moser (Secretary), Christina Finemore (Youth Services Librarian), Emily Fay (Director)

Members of the Public in attendance: Jennifer Davis, Natasha Perron, Laura Vincent, Jacob Wood, Jessica Charland, Brianna Hemmah, Katherine Doyon, Sam Doyon, Dena Norman, Jeff LeBlanc

At 5:51 pm Dyrace Maxfield called the meeting to order.

Director's Report

- See Director's report and add in
- Reviewed contract with updated language and Emily (and trustees) signed the contract. Trustee Elizabeth Moser will have Juliana sign tomorrow and will give Emily a copy and put the original in the Trustee box, which Elizabeth will place at the town office tomorrow to be where will reside in the future.

Public input

- Resident Brianna Hemmah expressed an interest in an library trustee alternate position and Dyrace will bring her appointment forward at the next Selectmen's meeting.
- Brianna asked about whether Trustee Meeting Minutes could be posted on town website and library website. Elizabeth will inquire about the town website with Brenda and Emily will post to the library website once the website update is complete. Elizabeth asked Emily to connect with the Ledger in the future for minutes to be published. Elizabeth will get non-public minutes from Dyrace and bring them to the library tomorrow.
- Sam Doyon and Laura Vincent expressed interest in being part of a Friends Group. It has been difficult to get others interested. Sam would like to support the library (esp. Library of Things) and thought that beginning with a single project might be a good way to get started. Emily will brainstorm ideas for the next meeting- someone proposed the idea of adopting a slate from the old roof.
- Dyrace reviewed the various library trust funds to educate the members of the public in attendance after a question was asked regarding this topic.

Old Business- N/A

New Business

- Discussed donations from paint nights. Brianna expressed that at her library she thought there was an account for program donations. Emily will look into where donations go at other area libraries.

Elizabeth asked Natasha to track materials costs at the every other month paint nights. Emily thought that approximately \$40 was made recently after materials were covered. Dyrace noted that trustees can always provide money for materials if needed. Emily noted that money for materials was not needed at this time.

- Christina presented statistics on library programming number increases- see attached. Will also be included as part of the Trustee Report for the Town Report.
- Upcoming Year end Trustee Report for the Town Report is due early January. Dyrace will finish in the next week.
- Emily asked about the Selectmen wage increase meeting. Dyrace will contact Brenda to find out the date.
- There is a new candidate for the Custodian position as Eric will be leaving. Director Fay requested a non-public session to discuss this topic at the end of the public meeting tonight.

Treasurer's Report

- Requested \$2,515.90 from book totals (July, August, September, and partial October). Request will now be submitted by Dyrace and it should take about a week to process.
- Elizabeth will check in with Juliana about whether all bank statements have been reconciled.

Non-Public

- Dyrace made a motion to enter a non-public session at 7 pm under RSA 91-A3:II (b) and Elizabeth seconded, passed by majority.
- Non-Public form completed by Dyrace Maxfield and Elizabeth typed separate non-public meeting notes.
- Dyrace made a motion to leave the non-public session at 7:12 pm and Elizabeth seconded, passed by majority.

Adjourn

- Voted to hire Katherine Fogel for custodial position.
- Dyrace made a motion to adjourn the meeting at 7:13 pm and Elizabeth seconded the motion. Motion passed by majority.

Submitted by Trustee Elizabeth Moser on 12/20/23.



Director's Report:

Tech Class

Sean will be holding recurring classes to discuss the basics of technology such as downloadable book services, google applications etc. The first class, discussing Libby and hoopla, had 6 attendees.

Christmas Fun

We have had a lot of fun Christmas programs so far. On the day of the tree lighting, we offered a "Letters to Santa" station, reindeer food making, and kids' crafts before the second Elf screening. Christmas Bingo was very fun, with pizza donated by Constantly Pizza and "It's a Wonderful Life" on the TV while we played for candy bars and ornaments.

New Printer

The staff printer has been replaced. The cost of the new printer was \$730 from the Technology line.

Painting and Crafts

Watercolor Painting has a dedicated group of attendees that are very appreciative. Sean continues to hold monthly origami sessions and taught how to make Christmas trees and gift boxes. We'll soon offer take-and-make crafts again.

Planned Purchases

I will be purchasing an ipad for use in the children's room. The computer is rarely used, and an ipad is easier for young kids to use. Ipad will be ready with educational apps.

Visitors: 1067

Attendees: 255

New patrons: 8

Programs: 32

New items: 155