



**Maxfield Public Library**

**Trustee's meeting**

**Date: 12/4/24**

**In attendance:**

**Trustees: Elizabeth Moser, Amy Corliss**

**Alternate Trustees: Dyrace Maxfield, Brianna Hemmah**

**Library Director: Christina Finemore**

**Youth Services Librarian: Nicole Gauvreau**

Trustee Corliss called the meeting to order at 5:55. Trustee Herrmann was unable to be at the meeting. Chairman made a motion to seat Alternate Trustee Hemmah as a voting member for today's meeting. Trustee Corliss seconded the motion. The motion passed unanimously.

November Minutes: Trustee Corliss made a motion to approve the minutes. Chairman Moser seconded the motion. The motion passed unanimously.

The Trustees want to officially welcome the new Maxfield Public Library Youth Services Librarian. Congratulations to Nicole Gauvreau. The Trustees look forward to seeing what great things Christine and Nicole are able to accomplish together.

**Directors Report:**

Director Finemore reported many great things happening at the library. The library will be receiving a book donation bin from Bay State Books. Russ Pearl installed a pad by the shed for it to sit on. The bin will be arriving very soon. Christina is working on a grant to fix the room downstairs and turn it into a Large Print Book storage area. It would be "closed stack storage" which means access for employees only (no patrons allowed). Grant money would include making the room safe to work in and any other needs to make this usable space. The Loudon Police Department donated 40 stuffed bears to the Library to use in programming.

**OLD BUSINESS:**

**Maxfield Public Library Sign:** The new sign has been installed. It looks beautiful and replicates the previous sign. Alternate Trustee Maxfield will take one of the two old signs to the Historical Society. Director Finemore will ask the installer if it is necessary to maintain the new sign with a type of sealant.

**Wall Mounted Heating Vent:** The new heating vent will be installed on Monday.

**Hoopla:** The stats for this month for Hoopla, an online borrowing application, is 18 patrons with 15 circulations. The cost for this past month is \$105.19. Christina will continue to track and report on the usage.

**Staffing/Hours:** The library is hiring a new Youth Services/Library Clerk. Following this meeting there are two more interviews. This position should be filled soon. The Library hours are back to normal as of this week. With the hiring of several new positions, the library hours were tentatively cut back until positions were filled. Please refer to the website for hours of operation.

**Basement Mold Remediation** - In order to keep the basement mold free, the suggestion of a dehumidifier was given by the company. The basement is good until March. Director Finemore has another quote coming for a dehumidifier system and it will be discussed in more detail in January.

**Inclement Weather Policy:** The Trustees made a few small changes and will vote on this policy in January.

**Personnel Policy:** This policy is tabled until January.

#### **NEW BUSINESS:**

**Library Website:** Director Finemore presented price increases when switching to a new website provider in 2025. The current provider will no longer be an option. Chairman Moser made a motion to increase the budget line for Technology by \$2000 in 2025-2026. Alternate Trustee Hemmah seconded the motion. The motion passed unanimously. Director Finemore will notify the Town of the change.

**Wages for Part Time Staff:** Director Finemore provided hourly wages from other Towns. The Director and Trustees discussed at length, to include the different types of Library Staff and the current roles at the Maxfield Public Library. This will continue to be discussed moving forward.

#### **Treasurers Report:**

All accounts are reconciled. Trustee Corliss made a motion to reimburse Trustee Herrmann \$46.32 for the purchases related to the cleanup day. Chairman Moser seconded the motion. The motion passed unanimously.

**Investment Bonds:** Trustees will stay after the January meeting to review and vote on this.

Chairman Moser made a motion to adjourn the meeting at 6:56. Trustee Moser seconded the motion. The motion passed unanimously.

**Next Meeting: Wednesday, January 8, 2024 at 5:45 at the Maxfield Public Library.**