



**Maxfield Public Library**

**Trustee's meeting**

**Date: 2/11/25**

**In attendance:**

**Trustees: Elizabeth Moser, Amy Corliss, Becky Herrmann**

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

**Library Director: Christina Finemore**

**Youth Services Librarian: Nicole Gauvreau**

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

**January Minutes:**

**Chairman Moser made a motion to approve the minutes as presented. Trustee Corliss seconded the motion. The motion passed unanimously.**

**Director's Report:**

**Director Finemore presented the report. The Maxfield Public Library was chosen for the "Libraries Who Have Heart" program from the American Heart Association. Blood Pressure Cuffs will be donated to the library for the public to use. The library applied for the Eisner Grant, an American Library Association Round Table Award. The library was also awarded the Family Place Grant that will be presented at an event in Long Island the first week of March. Congratulations and thank you to Director Finemore, Youth Services Librarian Gauvreau, and library staff. Your hard work is appreciated. February programming includes a Heart Healthy Workshop, Take Your Child to the Library Day, Bluey Party, and Frozen Interactive Movie Night.**

**January Stats**

**Visitors- 919**

**Attendees- 225**

**New Patrons- 23**

**Programs- 56**

**New Items Added- 163**

**OLD BUSINESS:**

**\*Personnel Policy-** We are moving this agenda item to April after the town meeting so we can align with the merit raises and other items put in place during the town meeting.

**\*Hoopla-** The Hoopla statement this month is \$250. This online program is getting more popular but it is not over budget yet. Hoopla will continue to be monitored.

#### **HOUSEKEEPING ITEMS:**

**\*Light in the lobby-** Mulleavey Electric came out to look at the issue but the quote is not available yet.

**\*Basement Mold Remediation-** Rescon will be installing a dehumidifier on March 17th. The initial payment of \$659.32 has been made.

**\*The septic holding tank** was pumped by Best Septic on February 10, 2025. It was overdue. Director Finemore will make sure it is regularly scheduled.

**\*Huckleberry** fixed a heating problem in the Director's office. It was the circulator. It is fixed. Note: There are two thermostats in the office, one is for the heat and one is for AC.

**\*The elevator and alarm system checks** are scheduled for this month.

**\*The printer ink purchased** was \$817.95. Trustee Corliss made a motion to move the \$686.06 from the generating equipment account and move to the checking account in order to pay for this. Trustee Herrmann seconded the motion. The motion passed unanimously.

**\*Alternate Trustee Maxfield** will be moving the old library sign to the Loudon Historical Society to be on display.

**\*With all the snow and icicles** on the library roof Chairman Moser asked to have the front walkway blocked off with traffic cones for safety reasons.

#### **NEW BUSINESS:**

**\*Meeting Room Policy-** Chairman Moser made a motion to approve the Meeting Room Policy as presented. Trustee Herrmann seconded the motion. The motion passed unanimously.

**\*A revised library budget** that will be voted on at the town meeting was emailed to the Trustees. The big change was with merit raises. It was lowered from 4% to 2%. It will not be official until the town meeting in March.

**\*May 1st the Library Trustee Conference** will take place in Manchester. Chairman Moser asked the Trustees to let her know if they were interested in attending.

**\*Director Finemore** reported that she received a letter from the IRS, stating there were missing tax returns from 2018. Director Finemore has been in communication with Brenda Pearl about this because it was the year the town took over the payroll. These returns had been submitted but Brenda will resubmit and take care of the issue.

**\*Tai Chi Class Waiver-** Director Finemore presented the waiver to the Trustees. She stated that it is a waiver that can be easily changed to fit other physical activities they also may plan at the library. The trustees discussed making a few changes but overall the waiver looked great. Chairman Moser made a motion to approve the waiver as presented with a change to the following:

***\*Remove the line for people to initial at the bottom. It is not needed.***

*\*Remove the specific staff names from the document and replace it with "Maxfield Library Staff" so it covers everyone employed at the library.*

*\*Change one word in the first sentence from "can" to "should" to make the sentence read "If a position is too hard or it hurts, you should stop."*

Trustee Corliss seconded the motion. The motion passed unanimously.

**\*Maxfield Public Library Notary Services Policy-** Director Finemore presented the new policy. Trustee Herrmann made a motion to approve the policy as written. Trustee Corliss seconded the motion. The motion passed unanimously.

**\*Circulation Policy-** This policy will be discussed in April.

**\*Collection Development Policy-** This policy was reviewed by the Trustees. Alternate Trustee Hemmah made suggestions to Director Finemore.

The changes are the following:

*\*Create two different policies from this one policy keeping the Material Selection and Deselection Criteria in one policy.*

*\*Move the Selection of Materials on Controversial Topics to the Collection Development policy.*

*\*Move the Procedures for Handling Challenges to its own policy.*

The Trustees are still reviewing the policy(ies) and will revisit at the March meeting. Director Finemore and Youth Services Librarian Gauvreau will review and make the suggested changes and present it at the next meeting for a possible vote. The Trustees tabled the "Request for Handling Challenges" for a discussion next time.

#### **Treasurer's Report-**

Trustee Corliss presented the report. The accounts are balanced. The Trust Funds are balanced. Trustee Corliss made a motion to move \$924.81 from the Expendable Trust Fund to the checking account for the book receipts. Trustee Herrmann seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to seat Alternate Trustee Hemmah for the non public meeting as a voting member. Trustee Corliss was unable to stay. Trustee Herrmann seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to go into a non-public meeting under RSA 91-A3:11 (a) at 7:20 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to return to the Public Meeting at 7:55 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to adjourn the meeting at 7:56 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

**Next Meeting: Monday, March 3, 2025 at 5:45 at the Maxfield Public Library.**  
**Minutes Submitted by Becky Herrmann 2/11/25**

