



Maxfield Public Library

Trustee's meeting

Date: 1/8/25

In attendance:

Trustees: Elizabeth Moser, Amy Corliss

Alternate Trustees: Dyrace Maxfield, Brianna Hemmah

Library Director: Christina Finemore

Youth Services Librarian: Nicole Gauvreau

Trustee Moser called the meeting to order at 5:50. Trustee Herrmann was unable to be at the meeting. Chairman Moser made a motion to seat Alternate Trustee Maxfield as a voting member for today's meeting. Trustee Corliss seconded the motion. The motion passed unanimously.

December Minutes:

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

The Trustees want to officially welcome the new staff, Melissa Stowell & Kathy Delisle. Melissa and Kathy started their positions as Part Time Librarians this past month. Welcome to the Maxfield Public Library.

Directors Report:

Director Finemore reviewed the monthly report. Librarian Kay will be providing notary services at the library. The Family Place Library Grant has been submitted by Youth Services Librarian Gauvreau & Director Finemore. This will provide staff training, books and funds. Results should be in by March. There will be fun, new programs starting in January such as Zen coloring and teen DIY fidgets. The local girls scouts donated activity bags to the Children's Room.

OLD BUSINESS:

Inclement Weather Policy:

Trustee Moser made a motion to approve the policy as edited last month. Chairman Corliss seconded the motion. The motion passed unanimously.

Personnel Policy:

This policy is tabled until February.

Wages for Part Time Staff:

The Trustees and Director had a discussion about librarian wages. Director Finemore recommends one adult services/ILL Librarian @ \$1/hour more than other staff. Christina provided job description information from other libraries. This will continue to be discussed moving forward.

Hoopla:

The stats for this month for Hoopla, an online borrowing application, is 60 total checkouts. During last month the total checkouts were 47. The cost for this past month is \$127.46. Director Finemore will continue to track and report on the usage so the Library Trustees can monitor the cost associated with this application.

Housekeeping Items:

***R & T Electric came and checked the light in the lobby area of the library. They determined the emergency ballast should be replaced. The cost to do this would be between \$700-\$800. It would be replaced with a LED flat panel light. Director Finemore will schedule this work to be complete.**

***Director Finemore discussed the quotes she received for continued effort in the mold remediation in the basement. Christina will proceed with Rescon and schedule for the end of March. She should have more information on grant funding by then. This has been an ongoing issue that is at the stage of keeping the mold dormant.**

***The wall mounted heating vent on the first floor of the library has been installed and is working great.**

***Huckleberry Propane and Oil is coming to check the vents in the Director's Office, as they are not working properly. There are two thermostats and two vents. Director Finemore will set this appointment up and will also ask about the thermostat in the Craft Room, which also seems to be having issues.**

***Director Finemore asked about having the old Maxfield Public Library sign sealed, in order to preserve it for a display at the library and at the Loudon Historical Society. It would cost \$1000 per sign. This was discussed and the Trustees decided to not proceed with sealing. Director Finemore will send the sealant quote to the Historical Society as the second sign has been given to them.**

***The Town has added \$5000 to the Library budget for the upcoming year. Trustee Corliss made a motion to place \$1000 in the Director's salary line, \$1000 in the Youth Services Line and \$3000 in the Part Time line. Trustee Maxfield seconded the motion. The motion passed unanimously.**

NEW BUSINESS:

Reimbursement:

Chairman Moser made a motion to reimburse Trustee Corliss for Christmas gift cards for staff members. Trustee Maxfield seconded the motion. The motion passed unanimously.

Annual Town Report:

Chairman Moser and Trustee Maxfield worked on and provided the Town with the information for the Annual Town Report.

Meeting Room Policy:

Director Finemore will update the policy and it will be reviewed and voted in February.

Financials:

Director Finemore discussed some findings of the way financials are handled at other libraries in NH. This will be an ongoing discussion at future meetings.

Treasurers Report:

All accounts are reconciled. Trustee Corliss made a motion to request reimbursement from the Trustees of the Trust Fund for two Book Reimbursements, in the amounts of \$416.76 for August and \$640.96 for December. Trustee Maxfield seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to adjourn the meeting at 7:40. Trustee Corliss seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, February 5, 2024 at 5:45 at the Maxfield Public Library.