



**Maxfield Public Library
Trustee's meeting
Date: 7/19/2023**

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

Library Director: Emily Fay

Members of the Public in attendance: None

At 6:00 pm Dyrace Maxfield called the meeting to order.

- **Approve Meeting Minutes** – June 14th meeting minutes were accepted without changes.

Public Session

- **Director's Report**

What's New

- The Summer Reading Program has logged 353 combined reading hours so far toward the 1,000 hour end of summer goal. There was a huge turn out at the kick off Magic Show (over 100 people). There will be a big event at the end of the summer.
- There were two special programs recently. The Lyme Disease Talk was extremely informative for patrons. The Origami Night went really well for Sean and they will be doing it again in August.
- The library is currently displaying "The Road Not Taken: Interpretations of Robert Frost Poems" through August.
- Old Home Day is August 12th and the whole staff will be participating in some way. There will be an Alice in Wonderland theme with parade participation, activities outside in the courtyard, and snacks at the library.
- There continue to be changes in the library to improve the use of space. Tables were rearranged, biographies were moved opening up a huge space for new fiction, and audiobooks were moved to storage.
- Adirondack chairs were purchased and have been placed in the courtyard.
- Several "First Amendment Audits" have taken place in NH libraries recently; staff received training on dealing with difficult patrons, recording in a library, and Right-to-Know requests.
- Circulation and Program Attendance in June- 1480 checkouts; 725 program attendees (100+ at the Magic Show) ; 1385 visitors; 24 new patrons; 167 new items; 36 programs

Other

- Discussion about Assistant Director contract and compensation
- Thermostat and light replacement (see Old Business section for notes)

- **Trustee Report**

Old Business

- One additional storage cabinet was purchased for the second upstairs bathroom. Eric will be installing it on Sunday of this week.
- Thermostat replacement was discussed and Emily got a quote from R & T Electric. Looking at Honeywell \$800 vs. Nest \$1200 and the cost would be coming from the Building Maintenance Fund. There was a discussion about pros and cons. Dyrace made a motion to accept the proposal to replace current thermostats with \$1200 Nest thermostats. Juliana seconded the motion and all approved. Discussed new light fixtures for upstairs- trustees would like to match the size of current fixtures and get fixtures that will take LED bulbs that will be easy to change. Emily will continue to look into options available and get info. to trustees as the light situation needs to be addressed as soon as possible.
- 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.
- The new air purifier filters were installed today and will now be automatically delivered every 6 months. Emily will look into replacement filters for the large meeting room air purifier.

Public Input N/A

New Business

- There have been issues with the new Wordpress website that Emily designed so she has gone back to using Piper website. Would be a one time cost of \$800 to upgrade and currently we are paying \$50 a month and it would stay at that price if we were to do the upgrade. Emily is going to go ahead and make the upgrade.
- Trustees scheduled August 23rd to review financials and accounting.
- Dyrace made a motion to appoint Trustee Juliana Lawler as Treasurer and Elizabeth seconded the motion and it passed unanimously. Trustee Dyrace Maxfield will assist with the transition.
- Linda and Glen Wright gave the library a \$500 donation. Will discuss how to use the check at the next meeting.

● **Trustee Treasurer's Report**

- Unencumbered funds will be returned to the town after the check amount is reviewed and signed.
- 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.
- Meeting was adjourned at 7:30 pm- Dyrace made a motion, Juliana seconded, all approved.
- Our next meeting dates will be Wednesday 8/9 at 5:45 pm and Wednesday 9/13 at 5:45 pm.

Submitted by Trustee Elizabeth Moser on 7/30