



Maxfield Public Library
Trustee's meeting
Date: 6/14/2023

In attendance: Trustees: Dyrace Maxfield, Elizabeth Moser, Juliana Lawler

Library Director: Emily Fay

Members of the Public in attendance: None

At 5:50 pm Dyrace Maxfield called the meeting to order.

- **Approve Meeting Minutes** – May 17th meeting minutes were accepted without changes.

Public Session

- **Director's Report**

What's New

- There are many active and passive programs planned as part of the summer reading program including a magician and a collaborative art piece to be made with bottle caps.
- Christina visited classrooms at LES in May/June to read stories and discuss the summer reading program. She provided summer reading program sign up sheets and library card applications to students.
- Hoopla costs totaled \$126 last month and \$50 this month. Library will continue to keep track of cost.
- The passes have been increasingly popular. The Zoo New England pass is an exciting addition!
- Emily has been moving things around in the library. Magazines have been moved to a new rack for higher visibility at the entrance upstairs. Biographies and the YA section are shifting. Emily is making room for a year of new fiction.
- New program additions include an adult chess club and a proposed origami night hosted by Sean Sherwood. Emily Fiske is visiting the library monthly to discuss genealogy.
- Weeding of books is progressing. The library is donating the discarded children's books to a patron that ships needed supplies to a village in Zimbabwe.
- Circulation and Program Attendance in May- 1317 checkouts; 386 program attendees; 1213 visitors; 23 new patrons; 190 new items; 41 programs

- **Trustee Report**

Old Business

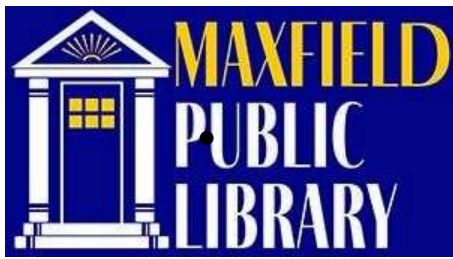
- Storage cabinets are now installed in 2 bathrooms- one upstairs and one downstairs. Another one will be put into the 2nd bathroom upstairs- Emily will order.
- Thermostat replacement was discussed and Emily got a quote from R & T Electric. Looking at Honeywell \$800 vs. Nest \$1200. Emily will get more clarification on cost. Will table the discussion for next month and start of next fiscal year (July 2023).
- Friends group has been tabled for now due to some basic library staffing issues. Some staff have had to cut hours and Emily suggested posting a job listing for 15 hrs of help on Wednesdays and Fridays. Dyrace suggested posting it for 10-15 hours and posting right now and all agreed.

- Everything has been finalized for the alarm system and the final payment was made out of the trust fund and paperwork was dropped off.
- The sensory table has been very popular and sensory storytime was offered this week. Elizabeth suggested a mat under the table.
- School field trips to the library did not happen this year but will revisit the idea with the Loudon Elementary School in the fall.
- Little Library update- Emily noted that the post needs to be reinforced. Discussed dedicating the little library to the children of Loudon and having Dylan's name on it. Emily will talk to Jessica about making a dedication sign on the Cricket machine. Emily will have Eric reinforce and install after talking to dig safe. Emily will make an event out of the dedication. Emily will talk to Russ Pearl about stump removal. Discussed trimming, weeding, mulching, and adding a granite step.
- Discussed Fran's garden. Emily will order 2 Adirondack chairs and Dyrace asked Juliana to research the design and creation of Fran's garden. She will report about it at the next meeting.
- Elizabeth spoke to Eric and Emily about securing some of the lower bookshelves near the circulation desk to the wall using shelf brackets. Eric agreed that they might work. Emily had spoken to area carpenters but had no one interested because it was such a small job.

Public Input N/A

New Business

- Discussed compensation for classes taken by youth services librarian, Christina Finnemore. Dyrace made a motion to give \$750 in educational assistance on the condition that Christina provide paperwork with the cost of the 2 classes. All were in favor and it passed with unanimous vote.
- Air purifiers have been ordered and set to reorder every 6 months. The cost will come out of the building maintenance line item.
- Dyrace provided wallpaper and paint updates from the meeting he had to get quotes. Wallpaper in the meeting room can be easily removed but the skim coating would need to be done and that would be \$2,000-2500 plus \$1500 in painting costs. Rewallpapering is comparable to painting without skim coat cost. Dyrace will request wallpaper samples. The children's craft room could be painted for \$600.
- Bulbs need to be replaced in the large fixtures in the main library upstairs near the circulation desk. Emily proposed the idea of considering new fixtures with more economical bulbs. Labor would be \$800 to replace 4 lights in the main library with R & T Electric because every time the bulbs go out they are very expensive to replace. Emily will look into other fixture options and we will discuss further at the next meeting.
- Juliana proposed starting an action list for all future meetings to facilitate better communication/accountability that she will initiate at the July meeting. She volunteered to type it up at each meeting and get it to everyone. All communication will be over town email and any interaction between trustees and staff will be documented over email to all trustees (i.e. phone calls, checks signed, etc.)



- **Trustee Treasurer's Report**

- 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. Dyrace asked Emily to provide debit transactions each month going forward.
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- At 7:43 pm Dyrace made a motion to enter non-public session under RSA 91-A:3 IIa and Elizabeth seconded the motion. All in favor.
 - At 9:10 pm Dyrace made a motion to re-enter public session and Juliana seconded – all approved.
 - Meeting was adjourned at 9:12 pm- Dyrace made a motion, Juliana seconded, all approved.
 - Our next meeting dates will be Wednesday 7/19 at 5:45 pm and Wednesday 9/9 at 5:45 pm.

Submitted by Trustee Elizabeth Moser on 6/18.