



DRAFT

Maxfield Public Library

Trustee's meeting

Date: 6/4/25

In attendance:

Trustees: Elizabeth Moser, Becky Herrmann

Alternate Trustees: Brianna Hemmah

Acting Library Director: Nicole Gauvreau

Chairman Moser called the meeting to order at 5:58.

Chairman Moser made a motion to seat Alternate Trustee Hemmah as a voting member tonight as Trustee Maxfield could not attend the meeting.

April and May Meeting Minutes:

Chairman Moser made a motion to approve the April meeting minutes with the discussed changes. Trustee Herrmann seconded the motion. The motion passed unanimously.

Chairman Moser made a motion to approve the May meeting minutes as written. Trustee Herrmann seconded the motion. The motion passed unanimously.

Directors Report:

Acting Director Gauvreau presented the report. The upcoming programs for the month of June include "Paper Flowers with Jenna" on June 10th, "Magic of Jason Purdy and Summer Reading Launch" on June 21st, "Girl Scout Games" on June 25th and "Managing Stress as We Age" on June 26th. There will be two Summer Reading Themes. "Level Up Your Library" will be the Youth Services theme and "Color Our World" will be the theme for the Adult Programming. The library had 1016 visitors in the month of May, with 52 programs total. The ARSL Grant that was obtained to do sustainable improvements to the library was for \$14,625. Acting Director Gauvreau shared that she has received the check. This check will cover the \$13,600 quote from Mulleavey Electric to change current lighting fixtures in the library to a complete LED retrofit. They will be able to work in sections so the library can remain open during this improvement. This, over the long run, will save the library money for electricity. The use of the remaining balance of the grant to be determined.

OLD BUSINESS:

Monthly Hoopla Update:

The bill for the month of May was \$308.68. This shows a continuous uptick of usage of Hoopla. Acting Director Gauvreau said that a limit can be set if need be however it would be divided by each day and not the month as a whole. Director Moser discussed the trend of being used more in the summer months. The Trustees will continue to monitor usage and discuss at the next meeting, in an effort to stay within the budget.

Library Financials:

The accountant in mind for the position of reviewing the financials of the library once a month is no longer interested. This was going to be put in place to have “checks and balances” in place for Quickbooks. Acting Director Gauvreau will reach out to others in town that do this work to see if there is interest.

Circulation Access Policy:

This will be discussed at a later date, pending completed bills at the state level.

Housekeeping Items:

The solar panel discussion was tabled until the next meeting when Trustee Maxfield is present. Trustee Herrmann has emailed Tasker Landscaping and told them to go ahead with the landscaping discussed. The grounds need a solid cleaning up and reset. Trustee Herrmann will also ask them about the entry repair to the walkway that is needed and see if they are willing to do that as well or know of someone that would. The Little Library will be replaced with a waterproof version that will be specifically for children's books. Chairman Moser found a new waterproof one on Amazon for \$59.00. Director Moser made a motion to purchase the little lending library for \$59.00 to be reimbursed later. Trustee Herrmann seconded the motion. The motion passed unanimously. This will be the first of three little libraries in town, with the hope to purchase one for the police station and the recreation field. The basement sump pump and foundation sealing is work that needs to be completed. The current quote for that is \$6800. The Trustees will vote on this at the July meeting. The Occupancy Permit Inspection is complete as of May 19th. The sprinkler heads in the library are not hooked to a backup tank of water, however there is a place the fire department can hook their hose to if it is needed. Given the fire department is so close to the library, this is an acceptable option. Colonial Pest Control came to the library on May 20th to treat for wasps, yellow jackets, termites, spiders and ants. Huckleberry Oil is coming to clean the boilers on June 13th.

Meeting Room Policy:

This will be discussed by the Trustees in October.

Unused Vacation Days: Chairman Moser made a motion to write a check to previous Library Director Finemore for her unused vacation time. This amount should not exceed \$2500.

Trustee Herrmann seconded the motion. The motion passed unanimously. The Trustees also had a discussion to add a more clear write up of this procedure in the Personnel Policy. Trustee Herrmann will look at this policy and make some suggestions to discuss at the next meeting.

Budget Line Reassignment Request: Trustee Herrmann made a motion to accept the budget line reassignment requests as followed:

\$114 from Bank Charges to Reference

\$2000 from Electricity to Technology

\$700 from Heating Oil to Telephone

\$6.67 from Postage to Reference

\$5000 from Books to Building Maintenance

\$632.22 from Periodicals to Building Maintenance

\$50 from Passes to Reference

\$2100 from Supplies to Building Maintenance

\$2 from Conference and Dues to Elevator

\$5.80 from Conference and Dues to Reference

\$300 from Programs to Building Maintenance

Trustee Hemmah seconded the motion. The motion passed unanimously.

Treasurer's Report:

In the absence of Trustee Maxfield there is no Treasurer's Report. Acting Director Gauvreau presented the book receipts for the month of May to the Trustees. The receipts will be in the Trustee Folder for Trustee Maxfield to review. Trustee Herrmann made a motion to accept a book receipt request for \$1037.87 to come out of the expendable trust fund for books and make a request to the trustee of the trust. Trustee Hemmah seconded the motion. The motion passed unanimously.

Public Input: There was no public comment.

Director Moser made a motion to go into a Non-Public meeting at 7:35 under RSA 91-A3:11

(a). In a roll call vote Trustee Hemmah voted yes and Trustee Herrmann voted yes. The motion passed unanimously.

At 8:45 the Trustees returned to the Public Meeting. Trustee Herrmann made a motion to adjourn the meeting at 8:46. Alternate Trustee Hemmah seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, July 2, 2025 at 5:45 at the Maxfield Public Library.

Minutes submitted by Becky Herrmann

