



**Maxfield Public Library
Trustee's meeting
Date: 4/10/2024**

In attendance:

Trustees: Elizabeth Moser, Amy Corliss

Alternate Trustees: Dyrace Maxfield, Brianna Hemmah

Members of the Public in attendance: Emily Fay (Library Director), Christina Flinmore (Assistant Library Director), Jessica Charland, Natasha Perron, Laura Vincent. Mary Chase

At 5:50 Elizabeth Moser called the meeting to order.

Chairman Moser seats Alternate Brianna Hemmah to be able to vote at this meeting

Elizabeth motioned to Approve the March meeting minutes with one correction, Brianna's name is spelled incorrectly, this will be fixed by Becky, Brianna seconded, passed unanimously. Elizabeth motioned to Approve March minutes from non public session, Amy seconded, passed unanimously.

The minutes can now be put on the website and Emily will handle putting them on there.

Directors' Report: (Report attached)

- March Report given by Emily

- Brianna mentioned that Children's librarians can get burned out and to consider moving forward. Christina said that her & Jess are considering each taking a few weeks off before and after the Summer Reading Program. Elizabeth suggested possibly less programs in the Summer and more outdoor things that more people could attend.

Public Session

Public Input: None

Old Business:

- Library Hours: Christina kept attendance: 1st Friday 30 am / 18 pm (2-5); 2nd Friday 65 am / 34 pm; 3rd Friday 31 am / 17 pm; need to reevaluate the attendance on Fridays once it is

Summer and possibly some mid week days (Weds & Fri). ILL van comes on Weds. Will keep this idea open and continue discussing. Emily provided results from a Facebook hours survey. Emily does not believe there is money in the budget to change the hours.

-Multi-Use Room: Google link for meeting room is on the website Request form has existed and not been overly utilized in the past. Emily will move it to the homepage on the website. Brianna suggested editing the meeting room policy to include occupancy and a few other things. Christina will call FD to find out the occupancy of the children's multi-use room. Natasha would like the small room to be a space where older children would use certain materials when the craft room was being utilized. Possibly on a cart or in a tote/basket. Christina has concerns that it is next to where the little kids are playing and making noise. Elizabeth does not want another room to have messy things in. Jessica suggested having a trial period with a few weeks/month of one type of room (3d printer, cricut, etc). We will revisit this to decide what to do. Possibly have a day a week with a theme for the Makers space.
*Elizabeth will add to the agenda for next month and also to discuss a library of things, as well as editing the revised Meeting Room Policy.

-Computer Security: Guest vs Staff Internet: A Staff internet is being added, currently everyone is on the public wifi. The staff remembers that they used to have a max lib staff login. Should be complete in the next week. New Laptop: Up and running and labeled Staff computer.

-Housekeeping Items: Little Library Installation: Eric is not working here anymore and cannot install. Dig safe came and marked the area. Emily will reach out to town to see if they will install it. Repair Door to Kitchenette: Emily suggested getting rid of the door; Trustees think there should be something there. Possibly a curtain. Emily will take care of.

-Mold Issue: 2 companies gave quotes - 1 was \$600, the other was \$1600, Emily has the copies. This quote is just to come and investigate and provide a remediation plan. Emily will move forward with Rapid Mold Removal. Emily will let the Trustees know when they are coming. Natasha noticed a wet spot in the main section of the library in the ceiling. Trustees went on a field trip to see the issue. Water damage on ceiling, Emily will have someone come take a look.

New Business:

Welcome Dyrace - appointed at Selectmen meeting last week

Staff Salary Forms - will sign later in meeting when discussing reviews

-Personnel Policy: Work Week definition update: Emily works 6-8 hours on Mondays and could not adjust her schedule to be here all open hours. She works 1 Saturday/month. Christina and Emily both come in on Mondays. Need to revisit this situation. Brianna reached out to Hooksett to see what their work week hours are. She will also reach out to similar size

libraries. Emily works 9-5 M-F unless she works Saturday then she adjusts one of the days. Emily said she does not work on Sundays except for a Christmas event. Christina does the same, adjust her schedule based on programs that week.

-Library closing for Carbon Monoxide 3/21: See incident report provided by Emily. Elevated CO levels. Huckleberry suggested getting a cleaning every year. Emily will put on the calendar. Elizabeth requested a note be placed on the door anytime the library is closed unexpectedly and to always reach out to the Trustees any time the library has an emergency issue. Becky got a report from the Fire Department.

-Alarm Company: Dyrace contacted Capitol Alarm. Emily noted that they were recently paid for the year. They will come and reprogram the security system and then set up Trustee phones to have the App for cameras and someone needs to have the remote access for the alarm. There will be a charge for the service call. Dyrace will email the list of names: Amy Corliss, Becky Herrmann, Briannah Hemmah, Dyrace Maxfield. Trustees would like everyone to get notifications including the alternates. Set up a date to meet with the security representative at the next meeting. Elizabeth and Emily will check playback on cameras before then. Get phones programmed and any issues fixed all at once.

-Trustees will vote on Investment bonds next month when Becky returns.

Trustee Elizabeth Moser made a motion to enter a non-public meeting at 7:25pm under RSA 91-A3:II (a). Trustee Amy Corliss seconded the motion. The motion passed unanimously.

Return to Public Session

Chairman Elizabeth Moser made a motion to return to public session at 8:55. Trustee Amy Corliss seconded it. The motion passed unanimously.

Adjourn:

Chairman Elizabeth Moser made a motion to adjourn the meeting at 8:57. Brianna seconded the motion, and the motion passed unanimously.

The next Maxfield Public Library Trustee meeting will be May 1st, 2024 at 5:45.

Submitted by Trustee Amy Corliss on 4/12/24