



Maxfield Public Library

Trustee's meeting

Date: 8/7/2024

In attendance:

Trustees: Elizabeth Moser, Amy Corliss, Becky Herrmann

Alternate Trustees: Brianna Hemmah, Dyrace Maxfield

Library Director: No Director Present

Chairman Moser called the meeting to order at 5:50 PM.

Approve July Minutes: Chairman Moser made a motion to accept the minutes from 7/3/2024. Trustee Corliss seconded the motion. Motion passed unanimously.

Directors Report: There is no Directors Report this month as Director Fay is not present and the report was not provided. The Trustees will ask Director Fay to report on this month and next month at the September meeting.

Personnel Policy: Changes to the Personnel Policy were presented by Trustee Herrmann. The main goal of the review of this policy was to better align with the Town of Loudon Personnel Policy. The Trustees will discuss the policy further next month and if ready to do so will vote on the changes. Many of the changes are intended to help with communication between the town, Library Trustees and the staff. Chairman Moser reiterated that any communication goes through the Town emails, in order to maintain a record. Trustee Herrmann mentioned that the Library Personnel Policy is not as detailed as the Town of Loudon Personnel Policy, making it important to give both out to any new hires.

Alarm Company Appointment: Chairman Moser discussed that there have been Issues with the alarms and the appointment this past month with the Trustees was scheduled out quite far. The cameras still don't appear to be working correctly. The Library owns the equipment so Chairman Moser suggested we may want to find another company that is cheaper once the time is up with this company. A member of the public noted that the company was recently sold so it may just take some time for the company to catch up. Trustee Moser will ask Director Fay for a complete list of alarm code numbers so the Trustees have it for their records. The Trustees had the alarm company make an additional code for one employee because it had been brought to our attention that she uses Director Fay's alarm system code.

Chairman Moser will let Director Fay know of this new alarm system code. Chairman Moser will ask Director Fay to find out when the alarm company contract ends so the Trustees can discuss at a future meeting if staying with the company or using another company makes more sense.

Alarm Notification Policy: Chairman Moser discussed the importance of having a policy/procedure for when the alarms are activated unexpectedly at the Library. When this happens the Library Trustees and the Director get notifications on cell phones alerting to a possible problem. A line of command is needed so the issue is efficiently resolved. Trustee Herrmann created a policy and read it out loud. The policy sets up a response procedure and ensures everyone stays safe. A member of the public brought up that the alarm notifications may be able to be sent directly to the police/fire department. Trustee Herrmann will contact Capital Alarm about direct police/fire notifications and also reach out to Janice at the Police Department to see if other town buildings are set up this way. Chairman Moser will check with Director Fay to make sure staff are aware of the panic button(s) within the Library that are also a part of the alarm system. The Trustees will review the policy and be prepared to discuss further and potentially vote on the policy at the next meeting.

Little Library Maintenance: Chairman Moser discussed how the Little Library was made to house Children's Books. She said originally Director Fay said she would add decals, etc. to the Little Library but it has not been done. Chairman Moser will ask to have this done by the time the school year starts. She suggested adding roofing tiles to the top for better weather protection and finding out how to add the Little Library to a registry of other Little Libraries around the country. Chairman Moser will look into this. There is a volunteer that will "Cricut" a sign for the front of the Little Library.

Grounds Maintenance: The grounds of the Library have been neglected. The Trustees discussed the importance of keeping up with this. This was discussed at the July meeting. Since then the Library Trustees would like to recognize some volunteers that took time out of their busy schedules to start cleaning up the gardens. THANK YOU TO Colette Conway, Alichia Kingsbury, Amy Corliss, Donna Laclair, and Meghan Schmidt. THANK YOU to Kim Bean who will be donating mulch to the project. As the project continues the volunteers asked if the library staff could water the newly planted items for a short time while they get established. Looping the garden club into this project was discussed. Chairman Moser brought up the concern for safety with volunteers. She also proposed a fall clean up day with more volunteers from the community. The Trustees discussed budgeting for landscaping. The large tree in the front of the library needs trimming, but it is near the power lines so it will require a professional service. The Maxfield Public Library sign needs attention in the near future. A water spigot needs to be replaced as well as the skirts around broken light posts that were previously hidden in the overgrown gardens. Trustee Corliss will reach out to Leonard Plumbing and Heating about spigot. Trustee Herrmann will reach out to Tasker Landscaping about future maintenance.

Audit: The Trustees are waiting on the audit information from Director Fay. Chairman Moser will email Director Fay again and ask that the Trustees receive the information needed for this no later than Monday, August 12th. The Trustees are concerned that any later will not give them time to review the information before the Town needs it on August 22nd.

Part Time Staffing Needs: One part-time employee took a full-time position and is no longer working at the Library. The hours are being covered by an existing staff member so there does not seem to be a need to hire another part time employee at this time.

Treasurer's Report: Trustee Corliss reported that all accounts are lining up and in order. She will ask Director Fay for the May, June, and July book expenses. The bank got back to Trustee Corliss about the Investment Bonds. The reason for the delay was a staffing change at the bank. The Investment Bond Proposal and Contract is 40 pages, with previously discussed information. The Library Trustees will set up a working meeting to take a look at the plan together before moving forward. Trustee Corliss had two reimbursement checks to make.

1. Reimbursement to Alternate Trustee Maxfield- flash drive, \$14.99. Trustee Corliss made a motion for reimbursement. Trustee Herrmann seconded the motion. The motion passed unanimously.

2. Reimbursement to Chairman Moser- Library keys, \$7.94. Trustee Corliss made a motion for reimbursement. Trustee Herrmann seconded the motion. The motion passed unanimously.

Other Business:

Website needs to be updated with all the information of the Trustees including correct spelling and email addresses. Trustee Moser will reach out to Director Fay about this.

Public Comment:

K Doyon- 563 Old Shaker Road- The "Maxfield Public Library" sign is in rough shape. She asks that if it is replaced it is replicated to look like the current sign for historical and nostalgia reasons.

Renee Small- 17 Clough Pond Road- There are free "speech to text" tools that might be helpful for meetings for documentation purposes. She handed out a sheet listing them.

Adjourn: Chairman Moser made a motion to adjourn at 7:35 PM. Trustee Herrmann seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, September 4, 2024 at 5:45 at the Maxfield Public Library

