



DRAFT

**Maxfield Public Library
Trustee's meeting
Date: 7/3/2024**

In attendance:

**Trustees: Elizabeth Moser, Amy Corliss, Becky Herrmann
Alternate Trustees: Brianna Hemmah, Dyrace Maxfield
Library Director: Emily Fay**

Chairman Moser called the meeting to order at 5:46 PM.

Approve June Minutes: Trustee Corliss made a motion to accept the minutes from 6/5/2024. Trustee Herrmann seconded the motion. Motion passed unanimously. Trustee Moser made a motion to accept the minutes from 6/11/2024. Trustee Herrmann seconded the motion. Motion passed unanimously.

Library Director Fay said that alternates could not sit at the table with the Library Trustees. Elizabeth Moser had asked the town lawyer and he said they are welcome to sit with us as they had been sworn in by the Loudon Selectmen (RSA 202-A).

Directors Report: A letter was read by Director Fay from Loudon residents Andy and Marah Moisis. Director Fay reported the following: Rapid Mold Removal completed the work Monday, July 1st, including drywall removal where needed and all necessary spraying. The Summer Reading program started. The children's program has 77 registrants and the adult summer program has 54 registrants. Summer reading kicked off with a magic show by Jason Purdy and an author talk with Avree Kelly-Clark. We have received 20 prize donations from local businesses and attractions, such as Clark's Bears, The Palace Theater, and You're Fired for participants to compete to win. Patrons Linda and Glen donated to jumpstart our Library of Things and chose several items off our Library Wishlist: a metal detector, a bubble machine, a pop up tent, yard games, and a pressure washer. These items will be cataloged next week so that patrons can borrow them.

Visitors: 1144

Attendees: 356

New Patrons: 16

Programs: 38

New Items: 139

Chairman Moser asked if a thank you note was sent to Linda and Glen and Director Fay said yes.

Public Session: Chairman Moser discussed the need to adopt a policy to be implemented at our meetings. The wording on the new policy was taken from the Selectmen and their policy during meetings. It is as follows:

"Please note that the purpose of the meeting is for the Trustees to accomplish its work within a qualitative timeframe. Meetings are open to the public, but public participation is limited. If you wish to be heard by the board, please note the "Public Comment" section at end of the meeting to speak to items on a meeting agenda and/or matters pertaining to the business of the Trustees. In addition, public hearings may be scheduled for public comment on specific matters. Speakers must be residents of the Town of Loudon, property owners in the Town of Loudon, and/or designated representatives of recognized civic organizations or businesses located in the Town of Loudon. When they are at the podium, speakers first need to recite their name and address for the record. Visitors should address their comments to the board and not to any individual member. Each speaker shall be provided a single opportunity for comment, limited to three (3) minutes. Public input shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Board may not have discussed or taken a position on the matter. Public Comment is not a two-way dialogue between speaker(s) and Trustees. The Chair will preserve strict order and decorum at all Board of Trustees meetings. Outbursts from the public are not permitted."

Chairman Moser made a motion to accept this new policy. Trustee Herrmann seconded the motion. Motion passed unanimously.

Old Business:

Update Personnel Policy: Discussion between the Trustees in regards to updating this policy centered around making the contract, raise, and pay periods align with the Town of Loudon. The way the calendar is set up now is very confusing for both the Trustees and Brenda Pearl at the town office. To adjust it to the town calendar would make it easier for all parties. Trustee Herrmann will rewrite the Personnel Policy and highlight the changes so it can be discussed and possibly voted on at the next meeting. She will also check with Brenda Pearl and request the Town of Loudon Personnel Policy to compare and contrast.

Review Updated Behavior Policy- Trustee Moser made a motion to accept the changes of the Behavior Policy as typed. Trustee Corliss seconded the motion. The motion passed unanimously.

Payroll Update- All the forms are now signed, updated and sent to the town office with the exception of one, which is signed by the Trustees and ready to be dropped off with Brenda Pearl at the town office.

Alarm Notification Policy and Procedures: Trustee Herrmann called Capital Alarm and set up for July 25th, 8:00 AM. The purpose of this appointment is to switch over notifications to newer Library Trustees as well as figure out an issue with the sensor in the Children's room. Trustee Moser discussed the need for a policy or procedure for when the alarms are activated. Because the alarm system is fairly new the Trustees never had specific procedures around what happens if it goes off. She gave the example of having to respond to a triggered alarm and she had the Loudon Police Department meet her because it is important to not go into the building alone if this happens. The "Line of Command" was discussed and the procedure will be typed up by Trustee Herrmann to be discussed and voted on at the next meeting. It was discussed that the Library Director will respond. When responding she/he will notify the Library Trustees via email to let them know they are responding. If the Library Director is not available to respond, then next in the "Line of Command" will respond. The Trustees agreed that communication when a situation arises is key and expected so they know the situation is under control, as everyone gets alerts on their phones via text messages.

Housekeeping Items:

*The Little Library, made by Dylan O'Brien, looks good. Chairman Moser will reach out to his mom to see if she is still interested in maintaining the little library, as discussed in the past.

*Trustee Corliss talked to Russ (Town of Loudon) about grounds maintenance. According to Russ, the library is on the schedule for the mowing and mentioned the ability to get mulch delivered. Trustee Corliss will check again about mulch. Chairman Moser talked about the grounds around the library being overgrown. Library Director Fay said she does not have time to maintain the gardens. Members of the public during the meeting volunteered to weed the overgrown gardens. Trustee Corliss said she will organize a volunteer effort to get it looking good again. Trustee Herrmann will send something to MVHS to see if there are Seniors that need hours. Alternate Trustee Maxfield said the garden club has also volunteered and that they are maintaining the Veterans Memorial. Trustee Moser will contact the garden club as well. Alternate Trustee Maxfield said the water spigot is not working on the bottom of the library. Library Director Fay will figure out if it needs replacing or if someone would need to be hired. It was suggested to reach out to Leonards Plumbing and Heating.

*The book sale for Old Home Day will be up and running on that day and for a week after. Director Fay said any extra books after that timeframe will then be removed from the library.

Treasurer's Report:

Trustee Corliss said all accounts are balanced. The Trustees signed a form for the approved book receipts from the last meeting to be sent to the town hall. Trustee Corliss will follow up with the town about this and once this is taken care of the unspent budget money for the fiscal year will be returned to the Town of Loudon. Citizens Bank has not returned phone calls to Trustee Corliss about the investment in bonds, so this item is still pending.

Public Input:

Renee Small stated she liked the idea of having a public forum. Renee also expressed her hope that the Library Director and Library Trustees could work collaboratively on future

agendas and presented a packet with potential software options that could help facilitate that.

Jessica Charland asked about lawyer fees and where that money comes from. She also asked about holiday pay for part time employees, such as 4th of July.

Anna Ackbarali discussed it being her first meeting in this country. She stated it was informative information and suggested possibly rewording the public comment paragraph to make it seem more friendly.

Alicha Kingsbury thanked The Library Trustees for allowing people to speak and take quick questions throughout the meeting. Liability wise she stated it is good for Library Trustees to consult a lawyer stating the money spent for this purpose is important.

Nikki Bourget stated that she felt like there was no team work from Library Trustees and Library Director.

A motion to go into Non-Public (RSA 91-A3:II) was made by Chairman Moser at 6:59 PM. The motion was seconded by Trustee Corliss. In a roll call Trustee Herrmann voted yes. Motion passed unanimously.

A motion was made by Trustee Corliss to return to Public Session. It was seconded by Trustee Herrmann. In a roll call Chairman Moser voted yes. The Public Session reconvened at 7:53 PM.

Adjourn: A motion was made by Trustee Corliss to adjourn the meeting at 7:55 PM. It was seconded by Trustee Herrmann. Vote was unanimous.

The next Maxfield Public Library Trustee meeting will be held August 7, 2024 at 5:45.

Submitted by Trustee Becky Herrmann on 7/8/2024