



**Maxfield Public Library
Trustee's meeting
Date: 6/5/2024**

In attendance:

Trustees: Elizabeth Moser, Amy Corliss, Becky Herrmann

Alternate Trustee: Dyrace Maxfield, Brianna Hemmah

Library Director: Emily Fay

Public: Laura Vincent, Karen MacDougall, Natasha Perron, K. Doyon, Renee Small, Jessica Charland

At 5:45 Chairman Elizabeth Moser called the meeting to order.

Approval of May Minutes. The minutes from 5/8/2024 were discussed first. Chairman Moser made a motion to approve the minutes. Trustee Corliss seconded the motion. The motion passed unanimously. The minutes from 5/29/24 were discussed with a few changes. The changes were made. Trustee Corliss made a motion to approve the minutes. Chairman Moser seconded the motion. The motion passed unanimously.

Directors Report-

Director Emily presented. Summer reading is the biggest focus this month, from creating marketing materials and planning programs to figuring out ticket and prize logistics. Christina has visited each classroom at Loudon Elementary School sharing information about the summer reading program. Natasha is visiting the Richard Brown house in June to get residents interested in the summer reading program and allow them to sign up. For Old Home Day the library plans a CandyLand theme. The entire staff will be participating either walking in the parade, facilitating a CandyLand game at the library or overseeing the book sale.

May Stats:

Visitors - 1133

Attendees- 644 (which include the students at Loudon Elementary)

New Patrons- 10

Programs- 48

New Items- 128

Public Input-

Renee Small asked about wage increases for full time employees. She also commented about the programs, however she is going to miss Hoopla, which is not going to be renewed as of July. As a child she spent a lot of time at the library and commented on the programs and how much there is to offer.

Karen MacDougall made a comment about staff at the library and how impressed she was about the innovative programs and said the staff is welcoming. She has done the book club, make and take, and has had a good experience.

Trustee Moser asked if they would be interested in helping with a Friends Program at the library.

Old Business-

Staff Salary Forms- Last meeting the Trustees approved wage increases for the staff but Brenda Pearl had questions. Trustee Corliss and Trustee Moser will meet with Brenda to discuss and explain that the forms are correct. The COLA was town wide and was a \$2.00 increase and then the Trustees had voted to add \$.40. The Trustees discussed matching raises with the town. Trustee Corliss will find out what those dates are and report at the next meeting. This should make the process less confusing for the Trustees, Staff and Brenda Pearl. It was brought up to the Trustees that the increase in one of the employees has not been added since February. Chairman Moser and Trustee Corliss will reach out to Brenda to clarify all of this to see what is going on with this. Alternate Trustee Hemmah said she understands there is confusion and thinks it could be easily resolved.

Personnel Policy-

The Personnel Policy was on the agenda because it has been brought up multiple times the past few meetings. The Trustees all have a copy to review individually. Trustee Herrmann made a motion to table it until next month to give us time to review individually and bring thoughts to the next meeting. Trustee Corliss seconded the motion. Motion passed unanimously. Chairman Moser said this can be the policy we update in July, seeing we are choosing one each month to update.

Meeting Room Policy- Trustee Herrmann retyped this policy with changes discussed at the previous meeting. Trustee Herrmann made a motion to accept the changes and update the policy. Trustee Moser seconded the motion. The motion passed unanimously.

Computer Security Update- Director Emily stated that the appointment had changed and the company is due to come on Friday, June 7 at 10:00. Trustee Moser asked Emily to email an

update to the Trustees after the appointment. UPDATE: The service with Comcast has been completed (via Director Emily).

Housekeeping Items-

Little Library- Director Emily said Russ is sending someone to install the Little Library and we are on the list to complete this. It will be going in near the bike rack.

Cleaning out- Chairman Moser stated the gardens around the library need to be cleaned out. She also said the craft room and other storage areas need to be cleaned and organized. There are some items in various places that could easily fall over onto a patron and they need to be removed and stored elsewhere. Chairman Moser asked Director Emily if they could build in some time in their schedule to take care of cleaning and organizing these areas. Chairman Moser also stated that furniture should not be blocking windows or vents and posters should also not be blocking windows. Director Emily stated that she had no interest in moving anything and no desire to talk about it. Chairman Moser also wanted to make sure that the Children's Room toys are being cleaned up each day by the staff. It is not the responsibility of Katherine (cleaning person) to do this. She had noticed on several occasions that this was not happening.

Ground maintenance- There was a discussion about who's responsibility this is to keep up with trimming, etc. Director Emily stated it was not a priority. Chairman Moser threw out the idea of hiring someone to keep up with it. Trustee Corliss will check with the town to see if this is something they can add to their schedule.

Mold Issue- Director Emily got a quote from Eric to remove the items. It would cost \$1700 if he has to remove items and dispose himself or \$1425 if he can clean it out and use the Loudon Transfer Station for disposal of the items. They will use the back stairs so as to not move through the Children's area. This is an extra precaution. He will be bringing extra people to help clear out the room. Chairman Elizabeth clarified that they would wear proper gear that would protect them from the mold. This coming Saturday they will clean the room and then Monday, July 8 the mold removal company will come and get rid of the mold. Elizabeth wanted to know if we can find out if there is something we can do to make the room usable. Director Emily stated the room is not usable as the mold may come back so it is not usable. Follow up on this matter will be needed.

New Business:

Review and Update Behavior Policy- The Trustees discussed the policy and made a few changes with the wording. Trustee Herrmann will type up the changes and email to the Trustees and Emily to review. The Trustees will vote on adopting the changes at the July meeting.

Alarm Company Appointment- Trustee Herrmann will call and verify appointment time with Capitol Alarm. This will be to set up new Trustees alarm codes. There have been Issues with codes in the Children's room. Chairman Moser had to meet the police at the library on Sunday because the motion alarms were going off, to find that Katherine (Cleaning person) was in the library working. Katherine stated she called Director Emily and her response according to Katherine was to shut the alarm off remotely. Director Emily said she had asked Katherine to open and close the door in the Children's room, as that has also been an issue with the alarms. The Trustees continue to get alerts on their phone when the alarm goes off multiple times. Video playback has also been inconsistently working. The Trustees will add all of these issues to the appointment. It was brought up to the Trustees that we should in the future investigate other alarm companies and see what they have to offer.

Tape Recorder Reimbursement- Amy bought a new tape recorder for \$47.99. Trustee Herrmann made a motion to reimburse Trustee Corliss the cost of the tape recorder. Chairman Moser seconded the motion. Motion passed unanimously.

Treasurer's Report-

Trust Funds and Accounts are reconciled as of today. Book Receipts have been accounted for in the account. Trustee Corliss is finishing up the transition of accounts from Alternate Trustee Maxfield to her with Citizens Bank. Trustee Herrmann needs to get her name on the bank account and along with Trustee Corliss will find a time to do this.

There was a request for funds from Book Collection funds for \$2154.81. Trustee Herrmann made a motion to approve the amount. Trustee Moser seconded the motion. The motion passed unanimously. The \$2000 (should be less) approved last month will be paid out on Tuesday to Eric for emptying the room with the mold issue. The amount will be known after the room is cleaned out this weekend.

Investment bonds- Senida Ahmic, Citizens Bank, Amy will get a few open times in order to start investing.

We took a break at 7:20.

Non-Public Session- At 7:32 Chairman Moser made a motion to go into non public under RSA 91-A3:11 (c) and Trustee Herrmann seconded the motion. The motion passed unanimously.

Re-enter Public Session- At 9:28 Chairman Elizabeth made a motion to return to Public Session. Trustee Corliss seconded the motion. The motion passed unanimously.

Adjourn- Trustee Herrmann made a motion to end the meeting at 9:30. Trustee Moser seconded it and it passed unanimously.

Next Meeting: Wednesday, July 3rd at 5:45.

Submitted for review by Becky Herrmann 6/6/2024