



DRAFT

**Maxfield Public Library
Trustee's meeting
Date: 9/4/2024**

In attendance:

**Trustees: Elizabeth Moser (late), Amy Corliss, Becky Herrmann
Alternate Trustees: Dyrace Maxfield
Library Director: Christina Finemore**

Trustee Corliss called the meeting to order at 5:45. She informed everyone that since the last meeting Director Emily Fay had resigned. The Trustees let Acting Director Finemore know that she was doing a phenomenal job keeping the library running smoothly and praised her for her communication with the Library Trustees. Her efforts do not go unnoticed and are much appreciated.

Approve August Minutes: Trustee Corliss made a motion to approve the August 7, 2024 minutes. Alternate Trustee Maxfield seconded the motion. Motion passed unanimously.

Directors Report: Acting Director Finemore presented the report. The library float won first place at Old Home Day and \$170 was raised at the book sale. The Library of Things remains popular with the pressure washer, popcorn machine, and pop up tent being checked out this month. There are many fall programs coming up: Community Helpers Storytime, Mini Book Wreath Craft, Blue Zones Workshop, Leather Bookmark Design, and Bears in New England Presentation. There were over 200 participants in the Summer Reading Program with over 3000 minutes read.

Visitors: 1,448

Attendees: 418

New Patrons: 17

Programs: 29

New Items Added: 132

OLD BUSINESS:

Personnel Policy: Trustee Herrmann gave a quick overview of the changes that were discussed at the August meeting. Most of the changes are communication clarification,

aligning evaluations and raises with the town schedule, having accurate time sheets, and giving part time staff paid holidays if the day falls on their normal work day. Acting Director Finemore asked if her hours would change due to the policy and the Trustees said they would not. Due to Chairman Moser running late to the meeting, the Trustees decided to table the vote until she had a chance to review the policy once more and participate in the vote.

Requested Materials Policy: Alternate Trustee Maxfield presented the policy. The policy states how Loudon residents can request minutes and audio of the meetings. It also explains the cost of requesting public minutes, unsealed non-public minutes, and the audio recording of public meetings. Trustee Corliss made a motion to approve the policy. Trustee Herrmann seconded the motion. The motion passed unanimously.

Alarm Notification Policy: Trustee Herrmann discussed the policy. The policy was made to keep everyone safe and set up a chain of command if there is an emergency. She did speak to Janice at the Police station to clarify the policy and get questions answered. Trustee Corliss made a motion to approve the policy with one change. Alternate Trustee Maxfield seconded the motion. Motion passed unanimously.

Alarm Update: Acting Director Finemore discussed the recent appointment with Capital Alarm. This is an ongoing issue with the library cameras and sensors. The DVR box is not functioning correctly and the company stated that they will replace this. In a previous discussion with the company, Trustee Herrmann stated that there are also 2 emergency buttons that are located in the library. The library staff has not found these and believe they were never installed. Acting Director Finemore is going to follow up with the company in order to get to the bottom of the issues, as well as have access to cameras and alerts on her phone.

Little Library: Chairman Moser would like to lower the Little Library located outside the main door in order for children to be able to access the library. She also asked if anyone minded if she put signage on the library, touched up the paint, and added shingles on the roof. Acting Director Finemore and the Trustees had no problem with this. Chairman Moser will let Acting Director Finemore know when this is complete so we can have an official announcement about the Little Library.

Fall Organizing/Clean Out Projects: The Library Trustees discussed having a volunteer clean up on October 20th for the grounds outside from 9 to 12. There have been many volunteers that have already worked hard to clean out gardens and beautify the grounds. The Trustees will provide donuts to the volunteers and will establish a list of chores before the day. The Trustees will also ask for donations of pumpkins, hay bales, corn stalks, etc to help to decorate the grounds and the old front door. The Trustees stated they will also sign off on volunteer sheets for high school students. Trustee Herrmann will create a flyer and distribute. Trustee Herrmann will also create a volunteer waiver form to be voted on at the next meeting.

Grounds Maintenance: Trustee Corliss shared that the broken faucet is fixed thanks to Leonard's Plumbing and Heating. The Trustees are waiting on the invoice from the company. The large tree near the old front door of the library has branches resting on the roof of the library and entangled in the power lines. Trustee Herrmann will call Eversource to see if they can do some maintenance on the tree.

Library sign out front: Acting Director Finemore will be exploring a replacement for the sign that replicates the one that already exists.

Main Library Ceiling Repair: Acting Director Finemore said the roof has been repaired but now the drywall will need to be replaced the entire length of the wall. She was able to get one quote from Fine Tune Construction for \$2060. The Trustees asked for her to get one more quote from K & M Drywall and as soon as she has this, we will meet quickly for a vote so this can get completed as soon as possible. This repair will completely fix the issue.

Director Job Posting Update: The Trustees will start reviewing applications after the due date of September 9th.

Budget Proposal for town next year: Alternate Trustee Maxfield explained to the public what the budgeting process looked like. The Trustees and Acting Director Finemore will be in communication between now and the next meeting to create a possible budget to be discussed at the October meeting. This will be done based on the previous budget, the actual spent budget, while taking into account inflation and other needs. The town needs the budget from the library on Thursday, October 3rd.

Staff, hours, programming (brief update/check in): Acting Director Finemore said there is no need for any additional part time staff as of right now. The extra hours are being covered by existing staff. She will let the Trustees know if there is a necessity in the future.

Treasurer's Report: Trustee Corliss said all accounts are balanced. She will create a quarterly report to share with the public. She met with Acting Director Finemore to make sure Quickbooks was up to date. Acting Director Finemore has done a fantastic job with this. Trustee Corliss will get the May and June book invoices back from the town hall after the audit. Acting Director Finemore presented the July and August invoices. Both Trustee Corliss and Acting Director Finemore agreed that doing this monthly instead of every other month would be easier for bookkeeping. This will be the plan moving forward. The Trustees will meet in the next 30 days to go through the Bond presentation together and make a decision on investing some of the Trust money.

Public Input:
No members of the public spoke.

Non-Public Meeting:

At 7:07 Trustee Corliss made a motion to go into a non-public session according to RSA 91-A3:11 (a) and 91-A3:11 (b). In a roll call vote Trustee Herrmann voted yes. Chairman Moser voted yes. Motion passed unanimously.

At 8:45 Trustee Corliss made a motion to return to the Public Meeting. Trustee Herrmann seconded the motion. The motion passed unanimously.

At 8:46 Trustee Herrmann made a motion to adjourn the meeting. Trustee Corliss seconded the motion. The motion passed unanimously.

Next Meeting: Wednesday, October 2, 2024 at 5:45 at the Maxfield Public Library